Page 1 of 158 Print

Message: 67 Times Is Appalling

Case Information:

Message Type: Exchange Message Direction: External, Inbound Case: GOV_10032017_Search Capture Date: 10/3/2017 9:43:17 AM Item ID: 29387677 Not Specified Policy Action:

M 67 Times Is Appalling

Kathy Forck Date Friday, August 11, 2017 11:37 AM From

То Buxton, Jake Cc

Journal

jake.buxton@governor.mo.gov Recipients

Dear Jake,

Hi Jake, wanted to forward this to you to let you know about the latest ambulance run to St Louis PP

We will get the update for your PP Emergency Packet next week

My mother in law passed away this week after two months of extreme suffering Will be in touch with you next week

In Christ, Kathy Forck Team PLAY

--- Forwarded message --

From: Mike and Kathy Forck Team Play Servant Leaders < kathythebo@hotmail.com>

Date: Wed, Aug 9, 2017 at 7:41 AM Subject: 67 Times Is Appalling To: columbia40daysforlife3@gmail com



s this email not disp aying cor ectly? Vew it in your browser

Laws passed by the special session for the protection and safety of women may have saved a woman's life. Thank you, Governor Greitens and the life affirming legislators of the Missouri General Assembly.



Wanted to quickly share what has happened at the sidewalk in front of St Louis Planned Parenthood. We knew it was going to happen, 40 days have passed since the last incident.

Thank God for the laws passed for the safety of womenby our caring life affirming legislators during the past special session

Page 2 of 158 Print

> PP did NOT ask for the ambulance to come on the quiet as you can see from the email from our partners with Coalition for Life St Louis. Perhaps this saved this woman's life as the majority of ambulance runs are because of hemorrhaging, a life threatening event. PP previous protocol had asked for no lights or sirens. God please heal this woman, physically and spiritually and we pray for the conversion of all abortion workers.

And we thank all of the dedicated prayer supporters on the front lines who offer their lives in the hopes that abortion will end in our state and to hold PP accountable for their actions by documenting these atrocities.

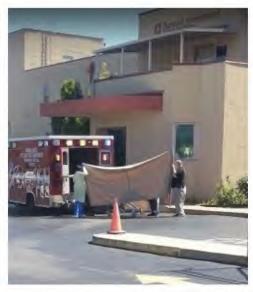
From the St Louis Coalition for Life

Early this past Friday morning (August 4, 2017), our staff and volunteers witnessed yet another ambulance drive into Planned (August 4, 2017).Parenthood St Louis (4251 Forest Park Ave, St Louis, MO 63108) with lights and sirens blasting at 10:45am

Our team (Andrew, Donna and Jordyn) witnessed as the paramedics rushed into the abortion facility with a stretcher and medical bags

 $\textbf{Just 15} \ minutes \ later \ at \ approximately \ \textbf{11:00} am \ the \ paramedics \ departed \ Planned \ Parenthood \ with \ an \ unidentified \ patient \ on \ the$ stretcher with a white sheet covering them

An armed security guard and Planned Parenthood employee dressed in surgical scrubs blocked the path of the stretcher as they traversed down the ramp They were holding a large tarp used often in an attempt to hide that they had just injured a patient at their facility



After loading the patient and stretcher into the ambulance the paramedics spent 9 minutes sitting in the parking lot. The ambulance left at approximately 11:09am with lights, siren and horn blaring as they pulled out of the parking lot

 $This ambulance is the 67 th medical emergency at this location (that we know of) since {\tt 2009} \ We witness, yet again, that the promise of {\tt 2009} \ We witness and {\tt 2009} \ We witness again. The {\tt 2009} \ We witness are {\tt 2009} \ We witness again. The {\tt$ "safe, legal, and rare" abortion is a lie

Join me in praying for this person and for all who are suffering, both physically and emotionally from the damaging effects of abortion

Thank you for your continued dedication and support

For Life, Brian Westbrook Executive Director Coalition For Life St Louis

See you on the sidewalk, 40 Days for Life Campaign Directors Columbia MO

home (573) 491-3522 cell http://www.40daysforlife.com/columbia-mo

All that t takes for evil to flourish is for good men to do nothing.

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MailChim

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You have received this email because you are proif e and wanted to know the talest developments in the battle to end abortom in our state. You signed up or requested these emails to remain informed in profife activities in our Missouri.

Our mailing address is:

Team PLAY

PO BX 1992

Columbia, MO 65205-1992

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Print	Page 3 of 158

Print Page 4 of 158

Message: RE: 67 Times Is Appalling

Case Information:

 Message Type:
 Exchange

 Message Direction:
 External, Inbound

 Case:
 GOV_10032017_Search

 Capture Date:
 10/3/2017 9:43:17 AM

 Item ID:
 29387678

 Policy Action:
 Not Specified

RE: 67 Times Is Appalling

From Scharf, Will Date Friday, August 11, 2017 1:06 PM

To 'Kathy Forck'

Cc

Thank you for this information, Kathy, and I'm very sorry for your loss You and your family will be in my prayers

Rest

Will Scharf

Will Scharf Policy Director Office of the Governor Will Scharf@governor mo gov

From: Kathy Forck [mailto:kathythebo@hotmail.com]
Sent: Friday, August 11, 2017 11:35 AM
To: Scharf, Will <Will.Scharf@governor.mo.gov>
Subject: 67 Times Is Appalling

Dear Will,

Hi Will, wanted to forward this to you to let you know about the latest ambulance run to St Louis PP.

We will get the update for your PP Emergency Packet next week.

My mother in law passed away this week after two months of extreme suffering. Will be in touch with you next week.

In Christ, Kathy Forck Team PLAY

----- Forwarded message ------

From: Mike and Kathy Forck Team Play Servant Leaders < <u>kathythebo@hotmail.com</u>>

Date: Wed, Aug 9, 2017 at 7:41 AM Subject: 67 Times Is Appalling

To: columbia40daysforlife3@gmail com



Is this email not displaying correctly? View it in your browse

out the latest Mid-Missouri pro-life news!

Laws passed by the special session for the protection and safety of women may have saved a woman's life. Thank you, Governor Greitens and the life affirming legislators of the Missouri General Assembly.

Print Page 5 of 158



Dear Ones,

Wanted to quickly share what has happened at the sidewalk in front of St Louis Planned Parenthood. We knew it was going to happen, 40 days have passed since the last incident

Thank God for the laws passed for the safety of womenby our caring life affirming legislators during the past special session---PP did NOT ask for the ambulance to come on the quiet as you can see from the email from our partners with Coalition for Life St Louis. Perhaps this saved this woman's life as the majority of ambulance runs are because of hemorrhaging, a life threatening event. PP previous protocol had asked for no lights or sirens. God please heal this woman, physically and spiritually and we pray for the conversion of all abortion workers.

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Just 15 minutes later at approximately 11:00am the paramedics departed Planned Parenthood with an unidentified patient on the stretcher with a white sheet covering them.

An armed security guard and Planned Parenthood employee dressed in surgical scrubs blocked the path of the stretcher as they traversed down the ramp. They were holding a large tarp used often in an attempt to hide that they had just injured a patient at their facility.



After loading the patient and stretcher into the ambulance the paramedics spent 9 minutes

Print Page 6 of 158

sitting in the parking lot. The ambulance left at approximately 11:09am with lights, siren and horn blaring as they pulled out of the parking lot.

This ambulance is the 67th medical emergency at this location (that we know of) since 2009. We witness, yet again, that the promise of "safe, legal, and rare" abortion is a lie.

Join me in praying for this person and for all who are suffering, both physically and emotionally from the damaging effects of abortion.

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Brian Westbrook
Executive Director
Coalition For Life St. Louis

See you on the sidewalk,
Mike & Kathy Forck
40 Days for Life Campaign Directors, Columbia, MO

home: (573) 491-3522 cell: http://www.40daysforlife.com/columbia-mo

"All that it takes for evil to flourish is for good men to do nothing."

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You have received this email because you are prolife and wanted to know the latest developments in the battle to end abortion in our state. You signed up or requested these emails to remain informed in prolife activities in our Missouri.

Our mailing address is

MailChimp

informed in prolife activities in Our mailing address is:
Team PLAY
PO BX 1992
Columbia, MO 65205-1992

Add us to your address book

unsubscribe from this list | update subscription preferences

Page 7 of 158 Print

Message: Re: 67 Times Is Appalling

Case Information:

Exchange Message Type: Message Direction: External, Inbound Case: GOV_10032017_Search Capture Date: 10/3/2017 9:43:17 AM Item ID: 29387679 Not Specified Policy Action:

Re: 67 Times Is Appalling

Kathy Forck Date Friday, August 11, 2017 3:33 PM From

То Scharf, Will

Cc

Journal Will.Scharf@governor.mo.gov

Recipients

Thank you for your kind words, Will. It is greatly appreciated.

In Christ, Kathy Forck

Sent from my iPhone Kathy Forck

On Aug 11, 2017, at 1:06 PM, Scharf, Will < Will.Scharf@governor.mo.gov > wrote:

Thank you for this information, Kathy, and I'm very sorry for your loss You and your family will be in my prayers

Best,

Will Scharf

Will Scharf Policy Director Office of the Governor Will Scharf@governor mo gov

From: Kathy Forck [mailto:kathythebo@hotmail.com] Sent: Friday, August 11, 2017 11:35 AM

To: Scharf, Will < Will.Scharf@governor.mo gov> Subject: 67 Times Is Appalling

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Is this email not displaying correctly? View it in your brows

10/18/2017 about:blank

Print Page 8 of 158



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Dear Ones,

Assembly.

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Print Page 9 of 158



After loading the patient and stretcher into the ambulance the paramedics spent 9 minutes sitting in the parking lot. The ambulance left at approximately 11:09am with lights, siren and horn blaring as they pulled out of the parking lot.

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For Life,
Brian Westbrook
Executive Director
Coalition For Life St. Louis

See you on the sidewalk,
Mike & Kathy Forck
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home: <u>(573) 491-3522</u> cell: http://www.40daysforlife.com/columbia-mo

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Team PLAY

MailChimp

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unsubscribe from this list | update subscription preferences

Print Page 14 of 158

Message: Here is the first installment of the massive amount of bureaucracy involved in applying for and complying with Alternatives to Abortion (A2A) funding

Case Information:

 Message Type:
 Exchange

 Message Direction:
 External, Inbound

 Case:
 GOV_10032017_Search

 Capture Date:
 10/3/2017 9:43:17 AM

 Item ID:
 29387681

 Policy Action:
 Not Specified

Mere is the first installment of the massive amount of bureaucracy involved in applying for and complying with Alternatives to Abortion (A2A) funding

From Samuel Lee Date Friday, August 11, 2017 4:30 PM

To Cc

Journal todd.scott@governor.mo.gov

Scott, Todd

Recipients

image001.jpg (9 Kb нтм.) ChangeDetailsReport_RFPS30034901700042_v2_Aug_25_16.pdf (4 Kb нтм.) conference attendance record.pdf (143 Kb нтм.) Attachment 6 Monthly Invoice Revised.xlsx (12 Kb нтм.) Alternative to Abortion RFP Addendum 1.docx (233 Kb нтм.) Attachment 8 FFATA.docx (62 Kb нтм.) Attachment 7 Federal Funds Subrecipient Requirements-.docx (29 Kb нтм.) Attachment 6 Monthly Invoice.xlsx (11 Kb нтм.) Attachment 5 Quarterly Expenditure Report.xlsx (16 Kb нтм.) Attachment 4A Customer Satisfaction Survey.docx (38 Kb нтм.) Attachment 4 Survey Instructions.docx (27 Kb нтм.) Attachment 3 Request for Preauthorization for Other Services.docx (30 Kb нтм.) Attachment 4 Survey Instructions.docx (21 Kb нтм.) Attachment 3 Request for Preauthorization for Other Services.docx (30 Kb нтм.) Attachment 2 Minor Parent Income Determination Formula.docx (57 Kb нтм.) Attachment 2 Continued Income Guidelines.docx (56 Kb нтм.) Attachment 2 Minor Parent Income Determination Formula.docx (57 Kb нтм.)

DboT

Here is the first installment of the massive amount of bureaucracy involved in applying for and complying with Alternatives to Abortion (A2A) funding.

I've compiled this from the A2A contract proposal (RFP) from August of last year from the Missouri Office of Administration for A2A, and is derived from the MissouriBUYS official bid proposal site (search on the word "abortion" in the field "Keyword", or Google search the RFP: "RFPS30034901700042").

Here is also a link to provide another way to view it: https://webprocure.perfect.com/MainBidBoard? deptfilter=All&statusfilter=All&typefilter=All&commodityCode=&commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid=60734&bidtype=Bid&sortby=commodityDescription=&search=&ac=0&bidoid=86637&bidid

It includes 16 documents totaling (by my count) 258 pages, which I have attached.

Ultimately, nine agencies were given A2A contracts, but note that is some cases, the agency subcontracts to other agencies:

CS170042001-Alliance for Life-Missouri Inc: Awarded Regions 2, 3, 4, 5, 6, 7, 8, and 9

CS170042002-Catholic Charities of Southern Missouri: Awarded Regions 7, 8, and 9

CS170042003-Faith Maternity Care: Awarded Region 4.
CS170042004-The Haven of Grace: Awarded Region 6

CS170042005-Laclede County Pregnancy Support Center: Awarded Regions 5, 7, and 8

CS170042006-The Light House Inc: Awarded Region 3

CS170042007-Lutheran Family and Childrens Services of Missouri: Awarded Regions 1, 3, 4, 6, 7, and 9

CS170042008-Mothers Refuge: Awarded Region: 3
CS170042009-Nurses for Newborns: Awarded Region 6

And even though this was a 12 month appropriation for FY2017, the contract was for only five months: February 1–June 30, 2017. In May and June – near the contract deadline, OA did increase funding for six of the agencies.

A2A is now being operated by the Department of Social Services, and I am told by some of the agencies that the process is even more onerous.

In particular regarding maternity homes, whereas before maternity homes were allowed by OA a per diem per client per day (I am told it was roughly \$105 per day), DSS now requires a convoluted monthly breakdown of individual expenses for the agency, with a pro rata share of A2A clients served by the agency calculated out – and it is due three days after the end of the month!

According to some of the agencies, the standard answer from DSS is that all of this is required because it is "federal money."

I will send the data from Our Lady's Inn that my wife sent me separately (I probably won't be able to get that to you until Monday). As a subcontractor to one of the main contractors – Alliance for Life Missouri – Our Lady's Inn has to jump through hoops and hurdles in order to get reimbursed.

The other main complaint is that DSS has sought zero input from the agencies about what services are needed by their clients and how to best provide those services. DSS apparently did not distinguish services provided by a maternity homes (which operates 24/7/365) and pregnancy resource centers. And some of the agencies have particularly difficult clientele because of substance/opioid abuse (Queen of Peace is an example), because they serve moms with other born children (Our Lady's Inn is an example), or there is extreme poverty, homelessness or abuse issues – yet DSS appears to propose a one-size-fits-all framework.

Todd, this is just the tip of the iceberg, and I don't claim to completely understand all of the difficulties the agencies have. But as my wife pointed out, unless you are a larger agency that is used to government contracts and have robust bookkeeping services, you would never want to get involved.

Print Page 15 of 158

Sam

Samuel H. Lee Campaign Life Missouri P.O. Box 142585 St. Louis, MO 63114-0585

Email: <u>samuelhlee@mindspring.com</u> Twitter: <u>@samuelhlee</u>

CLM Logo & Address



Print Page 16 of 158

Print Page 17 of 158

Solicitation Change Details Report Solicitation no.RFPS30034901700042 'Alternatives to Abortion Program Services for Office of Administration'

Header Information
Solicitation Fields
There are no changes under this section.
There are no changes under this section.
There are no changes under this section.

There are no changes under this section.

There are no changes under this section.

Report Created: Aug 25, 2016 2:28 PM CDT Page: 2 Solicitation RFPS30034901700042, Alternatives to Abortion Program Services for Office of Administration Item Specifications and Quantities Group Name: Geographic Region 8

Item specifications and Quantities Group Name: Geographic Region 8

1. Original Contract Period Maximum Annual Total Price (Based upon a 12-month period) Field Name Previous Value New Value Additional Field: Label Changed: Minimum Annual Total Price Required to Provide Services (Based upon a 12-month period) Minimum Annual Total Price Required to Provide Services (Based upon a 12-month period) Minimum Annual Total Price Required to Provide Services (Based upon a 12-month period) Additional Field: Description Changed: Minimum Annual Total Price Required to Provide Services (Based upon a 12-month period) Minimum Annual Total Price Required to Provide Services (Based upon a 12-month period) Minimum Annual Total Price Required to Provide Services (Based upon a 12-month period) Additional Field: Label Changed: Non-residential Services, Price Per Client, Per month Minimum Estimated % of Clients to be Served Annually based on the Maximum Annual Total Price)
Non-residential Services, Price Per Client, Per month Minimum Estimated % of Clients to be Served Annually based on the Maximum Annual Total Price)
Non-residential Services, Price Per Client, Per month Additional Field: Services, Price Per Client, Per month Field: Field: Added M/A Residential Care Services, Price
Per Client, Per month

Print Page 19 of 158

Invoice

	A	В	С	D	E	F	G	н	
2	Alternatives to Abortion								
3	Contract #								
6	ABC Contractor								
7	12345 South Street Nowhere, MO 65432								
10									
12	Invoice Date:								
15 16	Total Contracted Allocation		Prior Invoiced Total		Monthly Award Amount				
17 18	\$ 100,000.00	:	\$ 24,999.99		\$ 8,333.33				
	Quarterly expenditure adjustment:				\$ (2,500.00)				
	Total Due:				\$ 5,833.33				
23 24	Allocation Remaining				\$ 69,166.68				
25 26									
27 28									
29									
30 31									

Print Page 20 of 158

RFPS30034901700042 Addendum #1 Page RFPS30034901700042 Page • [Heading 1] o [Instructions for Submitting a Sol...] • [] o [Introduction:] o [Pre-Proposal Conference - A pre-proposal conference regarding this Request for Proposal will be held on August 5 2016 at 9:00 a.m. in Room 400 of the Harry S Truman Building 301 West High Street Jefferson City Missouri.] o [Background Information: [CONTRACTUAL REQUIREMENTS] o [General Requirements:] o [Eligibility Requirements:] o [General Performance Requirements: The contractor must comply with the following General Performance Requirements unless otherwise stated herein.] o [Record Maintenance and Reporting and Evaluation Requirements: The contractor shall maintain case files for each client served; provide reports to the state agency Identifying client information services and activities; and cooperate with the state agency in the evaluation of the effectiveness of the contractor's services and the clients' satisfaction with program services. Such evaluation may be conducted by on-site monitoring and talking with clients.] o [Implementation Requirements:] 0 [] [Record Retention/Performance Review and Audit Requirements:] o [Contract Compliance:] o [Confidentiality:] o [Contractor Qualifications:] o [Personnel Requirements:] o [Financial Requirements:] o [Other Contractual Requirements:] o [Federal Funds Requirements: The contractor shall understand and agree that the contract may involve the use of federal funds. Therefore, for any federal funds used, the following paragraphs shall apply:] o [Business Associate Provisions:] • [proposal SUBMISSION INFORMATION] o [Submission of Proposals:] o Competitive Negotiation of Proposals - The vendor is advised that under the provisions of this Request for Proposal the Division of Purchasing reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted the following conditions shall apply: 1 o [Evaluation and Award Process:] o [Evaluation of Vendor's Experience and Reliability and Expertise of Personnel:] οП o Evaluation of Method of Performance - Proposals will be subjectively evaluated based on the vendor's plan for performing the requirements of the RFP. Therefore the vendor should present information which demonstrates the method or manner in which the vendor proposes to satisfy these requirements and which confirms the vendor's ability to satisfy the requirements. The language of the narrative should be straightforward and limited to facts solutions to problems and plans of action.] o [Evaluation of Vendor's Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Participation:] o [Miscellaneous Submittal Information:] [PRICING PAGE] o [Alternatives to Abortion Program Services – Complete the following table for each geographic region proposed. All costs associated with providing the required services shall be included in the stated price(s). (UNSPSC Code: 85101703)] [EXHIBIT A] [EXHIBIT B] o [The vendor should provide the fol...] [EXHIBIT c] o [EXHIBIT DCURRENT/PRIOR EXPERIENCE] o [Outside United States:] 0 [] o [Employee/Conflict of Interest:] o [Registration of Business Name (if applicable) with the Missouri Secretary of State:] • <u>[]</u> STATE OF MISSOURI OFFICE OF ADMINISTRATION DIVISION OF PURCHASING (PURCHASING) REQUEST FOR PROPOSAL (RFP) ADDENDUM NO.: 1 REQ NO.: NR 300 300700001 SOLICITATION/OPPORTUNITY (OPP) NO: RFPS30034901700042 BUYER: Julic.kleffner@oa.mo.gov TITLE: Alternatives to Abortion Program Services PHONE NO.: (573) 751-7656 ISSUE DATE: 08/11/16 E-MAIL: Julic.Kleffner@oa.mo.gov RETURN PROPOSAL NO LATER THAN: August 26, 2016 AT 2:00 PM CENTRAL TIME (END DATE) VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH HTTPS://MISSOURIBUYS.MO.GOV BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below) MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package Delivered sealed proposals must be in the Purchasing office (301 W High Street, Room 630) by the return date and time RETURN PROPOSAL AND ADDENDUM(S) TO: (U.S. Mail) (Courier Service) PURCHASING or PURCHASING PO BOX 809 301 WEST HIGH STREET, ROOM 630 JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517 ONTRACT PERIOD: Effective Date of Contract Through May 31, 2017 DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS: Office of Administration Commissioner's Office of Administration State Capitol Building, Room 125

Jefferson City MO 65101

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP addendums. The vendor should, as a matter of clarity and assurance, also sign and return all previously issued RFP addendum(s) and the original RFP accument The vendor agrees that the language of the original RFP as modified by this and any previously issued RFP addendums shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri Understand and agree that in order for their proposal to be considered for evaluation, they must be registered in MissouriBUYS If not registered at time of proposal opening, the vendor must register in MissouriBUYS upon request by the state immediately after proposal opening

SIGNATURE REQUIRED

VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN IN	FORMATION SCREEN)
MAILING ADDRESS	•	
CITY, STATE, ZIP C	ODE	
CONTACT PERSON		EMAIL ADDRESS
PHONE NUMBER		FAX NUMBER
	NG TYPE WITH IRS (CHECK ONE) dividual StateLocal Government Partnership Sole Proprietor _	_IRS Tax-Exempt
AUTHORIZED SIGN	ATURE	DATE
PRINTED NAME		TITLE

ADDENDUM #1 to RFPS30034901700042

TITLE: Alternatives to Abortion Program Services

CONTRACT PERIOD: Effective Date of Contract Through May 31, 2017

PLEASE BE ADVISED OF THE FOLLOWING CHANGES AND CLARIFICATIONS:

- 1 The preproposal conference attendance record has been added to MissouriBUYS and can be found under the Addendum Documents
- 2 The return proposal date year has been correct on the first page of the RFP
- 3 The following paragraphs, exhibit, and attachment contain changes:
 - 2151
 - 232f 1) and 2)
 - 2 3 2 1 2) 3rd bullet point
 - 2 11 4 a d
 - 2 12 3 c 1)
 - 3 3 2 h and subparagraph 1)
 - 3 3 2 i
 - 3 4 1 a and subparagraphs 1) and 2), including the bullet points
 - 341b
 - **Pricing Pages**
 - Exhibit F
 - Attachment 6

The changes are indicated in italics, unless the change is a deletion of words

For vendors responding electronically to this solicitation, the additional detail for all line items has been modified in the MissouriBUYS system Vendors may review the revision(s) to the MissouriBUYS electronic solicitation and the addendum document(s) at https://missouriBUYS mogov pover the revision of the Missouribuy system.

Please follow these steps to conduct a comparison review of the electronic solicitation revision(s):

- 1. Log into MissouriBUYS
- 2. Select the Solicitations tab
- 3. Select View Current Solicitations
- Select My List (if you have previously reviewed/responded to this solicitation); Select Other Active Opportunities (if you have not previously reviewed/responded to this solicitation)
- 5. Select the correct Opportunity Number (Opportunity No); the Overview page will display
- 6. From the Overview page, under Solicitation History information, select Previous Version from the dropdown box
- 7. Choose the solicitation version you desire to compare to the addendum
- 8. Click Show Version Comparison (revisions will be in yellow highlight) Click Close to return to the Overview page

Note: The electronic solicitation revision may not include all of the revisions included in the addendum document(s); therefore, the vendor is advised to download, review, and accept the addendum document(s)

Please follow these steps to accept the addendum document(s):

- If you have not accepted the original solicitation document, go to the Overview page, find the section titled, Original Solicitation Documents, review the solicitation document(s), then click on the box under Select, and then click on the Accept button
- To accept the addendum document, on the Overview page find the section titled Addendum Document, review the addendum document(s), then click on the box under Select, and then click on the Accept button

Note: If you submitted an electronic response prior to the addendum date and time, you should review your solicitation response to ensure that it is still valid by taking into consideration the revisions addressed in the addendum document If a revision is needed to your solicitation response and/or to indicate your acceptance of the addendum document, you will need to retract your response and re-submit your response by following these steps:

- 1. Log into MissouriBUYS
- 2. Select the Solicitations tab
- 3. Select View Current Solicitations
- 4. Select My List
- 5. Select the correct Opportunity Number (Opportunity No); the Overview page will display
- 6. Click on Review Response from the navigation bar
- 7. Click on Retract if your response needs to be revised
- 8. A message will come up asking, "Are you sure you want to retract the Bid" Click on Continue to confirm
- 9. Click on Respond and revise as applicable
- Click on Review Response from the navigation bar and then click on Submit to submit your response

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING (PURCHASING)
REQUEST FOR PROPOSAL (RFP)
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901700042 REQ NO.: NR 300 30007000001
TITLE: Alternatives to Abortion Program Services BUYER: Julie Kleffner
ISSUE DATE: 07/15/16 PHONE NO.: (573) 751-7656

Print Page 22 of 158

E-MAIL:	Julie.Kle	ffner@	oa.mo.gov
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The year for the return proposal corrected by Addendum #1

RETURN PROPOSAL NO LATER THAN: August 26, 2016 AT 2:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH HTTPS://MISSOURIBUYS.MO.GOV BUT MAY RESPOND BY HARD COPY (See Mailing Instructions

MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package Delivered sealed proposals must be in the Purchasing office (301 W High Street, Room 630) by the return date and time

(U.S. Mail) (Courier Service)

RETURN PROPOSAL TO: PURCHASING OF PURCHASING

PO BOX 809 301 WEST HIGH STREET, RM 630

JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through May 31, 2017
DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Office of Administration Commissioner's Office State Capitol Building, Room 125 Jefferson City MO 65101

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 10/19/15) The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri The vendor shall understand and agree that in order for their proposal to be considered for evaluation, they must be registered in MissouriBUYS If not registered at time of proposal opening, the vendor must register in MissouriBUYS upon request by the state immediately after proposal opening SIGNATURE REOURED

		SIGNATURE REQUIRED
VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN I	NFORMATION SCREEN)
MAILING ADDRESS	•	
CTTY, STATE, ZIP C	ODE	
CONTACT PERSON		EMAIL ADDRESS
PHONE NUMBER		FAX NUMBER
	NG TYPE WITH IRS (CHECK ONE) dividual State-Local Government Partnership Sole Proprietor	IRS Tax-Exempt
AUTHORIZED SIGN	ATURE	DATE
PRINTED NAME		TITLE

Instructions for Submitting a Solicitation Response

The Division of Purchasing is now posting all of its bid solicitation documents on the new MissouriBUYS Bid Board (https://www.missouribuys.mo.gov). MissouriBUYS is the State of Missouri's web-based statewide eProcurement system which is powered by WebProcure, through our partner, Perfect Commerce.

For all bid solicitations, vendors now have the option of submitting their solicitation response either as an electronic response or as a hard copy response. As a means to save vendors the expense of submitting a hard copy response and to provide vendors both the ease and the timeliness of responding from a computer, vendors are encouraged to submit an electronic response. Both methods of submission are explained briefly below and in more detail in the step-by-step instructions provided at https://missouribuvs.mo.gov/pdfs/how to respond to a solicitation.pdf. (This document is also on the Bid Board referenced above.)

- . ELECTRONIC RESPONSES: To respond electronically to a solicitation, the vendor must first register with MissouriBUYS by going to the MissouriBUYS Home Page (https://missouribuys mo gov), clicking the "Register" button at the top of the page, and completing the Vendor Registration Once registered the vendor accesses their account by clicking the "Login" button at the top of the MissouriBUYS Home Page After locating the desired solicitation on the Bid Board, at a minimum, the vendor must read and accept the Original Solicitation Documents and complete pricing and any other identified requirements. In addition, the vendor should download and save all of the Original Solicitation Documents on their computer so that they can prepare their response to these documents Vendors should upload their completed response to these downloaded documents (including exhibits, forms, and other information concerning the solicitation) as an attachment to the electronic solicitation response Step-by-step instructions for how a registered vendor responds to a solicitation electronically are available on the MissouriBUYS system at: https://missouribuys mo gov/pdfs/how to respond to a solicitation pdf Any such electronic submissions must be received prior to the specified end date and time
 - o Vendors are encouraged to submit their entire proposal electronically; however in lieu of attaching exhibits, forms, pricing, etc to the electronic solicitation response, a vendor may submit the exhibits, forms, pricing, etc through mail or courier service. However, any such submission must be received prior to the solicitation's specified end date and time Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents submitted through mail or courier service
 - o In the event a registered vendor electronically submits a solicitation response and also mails hard copy documents that are not identical, the vendor should explain which response is valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate and award the response which serves its best interest
- HARD COPY RESPONSES: When responding with a hard copy response, any such submission must be received prior to the specified end date and time Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents

End of Instructions for Submitting Solicitation Response

introduction and general information

- 1. Introduction:
 - 1. This document constitutes a request for competitive, sealed proposals for the provision of Alternatives to Abortion Program services as set forth herein

Print Page 23 of 158

2. RFPS30034901700042 for Alternatives to Abortion Program services for the Office of Administration, Commissioner's Office, is a rebid of RFPS30034901600477 which was issued on February 17, 2016 Significant additional funding for the Alternatives to Abortion Program services was received after RFPS30034901600477 was issued This RFP substantially mirrors RFPS30034901600477; however, RFPS30034901700042 has been issued with some changes RFPS30034901600477 remains a closed record and will not be available for public review until contracts are executed for the Alternatives to Abortion Program services

- 3. Organization This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
 - 1. Introduction and General Information
 - 2. Contractual Requirements
 - 3. Proposal Submission Information
 - 4. Pricing Pages
 - 5. Exhibits A M
 - 6. Terms and Conditions
 - 7. Attachments 1 8: The vendor is advised that attachments exist to this document which provide additional information and instruction. These attachments are separate links that must be downloaded from the MissouriBUYS Statewide eProcurement System at: https://missouribuys.mo.gov/bidboard.html. It shall be the sole responsibility of the vendor to obtain the attachments. The vendor shall not be relieved of any responsibility for performance under the contract due to the failure of the vendor to obtain a copy of the attachments.
- 2. Pre-Proposal Conference A pre-proposal conference regarding this Request for Proposal will be held on August 5, 2016, at 9:00 a m, in Room 400 of the Harry S Truman Building, 301 West High Street, Jefferson City, Missouri
 - 1. Pre-Proposal Conference Agenda The vendor should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference
 - Pre-Proposal Conference RFP Questions All potential vendors are encouraged to attend the Pre-Proposal Conference as it will be used as the forum for
 questions, communications, and discussions regarding the RFP The vendor should become familiar with the RFP and develop all questions prior to the
 conference in order to ask questions and otherwise participate in the public communications regarding the RFP
 - a. Prior Communication Prior to the Pre-Proposal Conference, the vendor may submit written communications and/or questions regarding the RFP to the buyer identified on page one Such prior communication will provide the State of Missouri with insight into areas of the RFP which may be brought up for discussion during the conference and which may require clarification
 - b. During the Pre-Proposal Conference, it shall be the sole responsibility of the vendor to orally address all issues previously presented to the buyer by the vendor, including any questions regarding the RFP or areas of the RFP requiring clarification
 - c. Addendum to the RFP Any changes needed to the RFP as a result of discussions from the Pre-Proposal Conference will be accomplished as an addendum to the RFP Neither formal minutes of the conference nor written records of the questions/communications will be maintained
 - 3. Vendors are requested to advise the Division of Purchasing within five (5) working days of the scheduled pre-proposal conference of any accommodations needed

3. Background Information:

- The Alternatives to Abortion Program was established in 2007 through section 188 325 RSMo
 (http://www.moga.mo.gov/mostatutes/stathtml/18800003251 html) The program is designed to assist women in carrying their unborn child to term instead
 of having an abortion, and to assist women for up to a year following the birth in caring for their child, or placing their child for adoption
- The current contracts for Alternatives to Abortion Program Services expire September 30, 2016 The current contractors and the corresponding contract numbers are as follows:

Contractor Name	Contract Number	
Adoption and Foster Care Coalition	C312062001	
Alliance for Life – Missouri	C312062002	
Catholic Charities of Southern Missouri	C312062003	
Faith Maternity	C312062004	
Laclede County Pregnancy Support Center	C312062005	
Lighthouse	C312062006	
Mother's Refuge	C312062007	
Nurses for Newborns	C312062008	

- a. Viewing the Contracts A copy of each of the contracts can be viewed and printed from the Division of Purchasing's Awarded Bid & Contract Document Search System located on the Internet at: http://oa mo gov/purchasing/bidding-contracts/awarded-bid-contract-document-search. In addition, all proposal and evaluation documentation leading to the award of that contract may also be viewed and printed from the Division of Purchasing's Awarded Bid & Contract Document Search System. Please reference the Bid number B3Z12062 or any of the contract numbers shown above when searching for these documents.
- b. State Expenditures The Missouri Accountability Portal (MAP) located on the internet at: http://mapyourtaxes.mo.gov/MAP/Expenditures/ provides financial data related to the purchase of the services under the contracts Be sure to read the information provided in the links to "Site Information" and "Disclaimer" Then search by any of the contract numbers shown above when searching for the financial information
- 3. Beginning in Fiscal Year 2017, the Office of Administration will be a subrecipient of the Temporary Assistance for Needy Families (TANF) block grant through the Missouri Department of Social Services As a result, the Department of Social Services will assume the responsibility of overseeing and monitoring the Alternatives to Abortion Program services contracts through a Memorandum of Understanding (MOU) that has been initiated between the Office of Administration and the Department of Social Services
- 4. Approximately \$3,225,000 00 has been appropriated for the Alternatives to Abortion program

Print Page 24 of 158

- 5. Although the original contract period is less than a 12-month period, it is the intent that each potential renewal period will cover a 12-month period
- 6. Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal

2. CONTRACTUAL REQUIREMENTS

1. General Requirements:

- The contractor shall provide Alternatives to Abortion Program services on behalf of the Office of Administration, Commissioner's Office (hereinafter referred to as the state agency) in accordance with the provisions and requirements stated herein and to the sole satisfaction of the state agency
 - a. The contractor shall provide coordinated, comprehensive Alternatives to Abortion Program services as a continuum of care based on the individual needs for women who meet the specified eligibility criteria (hereinafter referred to as clients) within the awarded geographic region. The geographic regions shall be as defined in Attachment 1. Although the contract award is based on geographic region, the contractor may provide the Alternatives to Abortion Program services for clients from outside the awarded geographic region.
 - In the event of multiple contract awards, the contractor shall understand and agree that it shall solely be the client's decision regarding which
 Alternatives to Abortion Program contractor from which to access services; but the state agency anticipates that the client's selection of an
 Alternatives to Abortion Program contractor will be based in part upon geographic location
- The contractor must expend all funding on services that promote at least one (1) of the following four (4) Temporary Assistance for Needy Families
 (TANF) purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996:
 - a. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - b. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - d. Encourage the formation and maintenance of two-parent families
- The contractor shall ensure any expenditures claimed to the Alternative to Abortion program are not claimed to other federal grants to include but not limited to Domestic Violence funding, Title IV-E Foster Care, Title IV-E Adoption Assistance, Home Visitation, Child Care Block Grant, Early Head Start, and other federally reimbursed programs
- The contractor must ensure the services provided are not also provided to the client through other TANF or federally funded programs such as MWA, Child Care Assistance, etc
- 5. For purposes of the contract, the following services have been determined TANF-allowable:
 - Parenting Skills Classes;
 - b. Child Care;
 - c. Housing Assistance (clients are limited to three [3] months of rent or mortgage assistance in a twelve [12] month period);
 - d. Residential care:
 - e. Emergency shelter,
 - f. Utilities (clients are limited to three [3] months of utility assistance in a twelve [12] month period);
 - g. Job Training and Placement;
 - h. Education Services;
 - i. Establishing and Promoting Responsible Paternity;
 - j. Case Management Services;
 - k. Transportation; and

Paragraph Inserted by Addendum #1

- I. Supplies
- 6. The contractor must ensure all services provided respect the culture, ethnicity, and religious practices of the client. The contractor must be aware of cultural differences and the differences in norms and values and design service delivery in such a manner in order to be responsive to the needs of the client.
- 7. The contractor must be available at all times, twenty-four (24) hours a day, seven (7) days a week, in the event a client needs emergency services. The contractor must provide each client and the state agency with emergency contact information that can be used twenty-four (24) hours a day, seven (7) days a week. The contractor shall assist the client, and if determined necessary by the contractor, the contractor shall refer the client to the client's case manager.
- 8. Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein

2. Eligibility Requirements:

Print Page 25 of 158

The contractor shall only provide services for those women who meet the Alternatives to Abortion Program eligibility requirements. Therefore, when a
woman seeks to obtain the contractor's Alternatives to Abortion program services, the contractor must ensure the woman meets the following eligibility
requirements:

- a. The woman must be a Missouri resident For purposes of this document, a Missouri resident shall be defined as a person who has fixed their home/dwelling in Missouri, not for any special or temporary purpose, but with a present intention of remaining in Missouri permanently or for an indefinite period of time (Missouri residency is defined in Sections 1 020(14), 472 010(10), and 630 005(11), RSMo);
- b. The woman must be at or below 185 percent of federal poverty level based on the client or family income;
 - 1. For all clients age 18 or over, or clients under age 18 who are no longer living with their parent(s), income is defined as wages and benefits earned by the client Upon birth of the child, the father's income will be considered if he resides in the home of the child
 - 2. For all clients under age 18 who still reside with their parents, income shall be calculated as described in Attachment 2
- c. The woman must be carrying an unborn child or children and chooses to carry the unborn child(ren) to term instead of having an abortion; and
- d. The woman must not be receiving Alternative to Abortion Program services from another provider
- 2. For the purposes of eligibility determination, the contractor may accept the following forms of identification and income documentation:
 - a. Utility bills;
 - b. Driver's licenses;
 - c. Pay stubs:
 - d. Written employer statements; and
 - e. Social Security benefits statements
- 3. Discharge:
 - a. The contractor shall understand and agree that a client is no longer eligible to receive Alternatives to Abortion program services twelve (12) months post-partum and the contractor must discharge the client Services provided to the client after the child turns one (1) year of age (the day following the child's first birthday) will not be reimbursed by the state agency
- 4. The contractor must maintain documentation of eligibility for a minimum of five (5) years for each woman determined eligible
- 3. General Performance Requirements: The contractor must comply with the following General Performance Requirements, unless otherwise stated herein
 - 1. The contractor must design and implement a comprehensive Alternatives to Abortion program that includes all of the following services:
 - a. Assessment Services The contractor must provide assessment services that include eligibility for services and identification of risk factors and services necessary to minimize the likelihood of abortion and maximize the likelihood that the pregnancy will be carried to term The contractor's credentialed case managers shall perform the assessments, including the initial client risk and needs assessment, domestic abuse screenings, and post-partum depression screenings
 - 1. Initial Client Risk and Needs Assessment and Domestic Abuse Screening Within twenty-four (24) hours of the client's admission into the Alternative to Abortion program, the contractor's credentialed case manager must conduct an initial assessment, including a screening for domestic abuse, in order to document the risk factors and the services needed to minimize the risk of abortion and to complete the pregnancy
 - 2. Post-Partum Depression Screenings Six (6) to eight (8) weeks post-partum, the contractor must have one of the contractor's credentialed case managers conduct an assessment for post-partum depression using the Edinburgh Postnatal Depression Screening Scale (EPDS)
 - 3. The client's program eligibility must be determined upon entry into the program and again upon the birth of the child(ren)
 - Case Management Services The contractor must provide case management services that manage the identified service needs of the client in order to minimize the likelihood of abortion and improve the pregnancy outcome Case management services may be provided by professional or noncredentialed case managers
 - c. Prenatal Parent Education and Parenting Skills Training The contractor shall provide Prenatal Parent Education and Parenting Skills Training to each client, which is based on the needs of the client, as determined through the assessments and case management services required herein Prenatal Parent Education and Parenting Skills Training services shall be provided by credentialed case managers, non-credentialed case managers, or other individuals who have adequate knowledge in the subject being taught
 - 1. Content of Training:
- Mandatory Training Topics The contractor shall provide Prenatal Parent Education and Parenting Skills Training covering each of the following topics, for a minimum of thirty (30) minutes per topic:
- Safe sleep for infants following the 2011 American Academy of Pediatrics Recommendations;
- Breastfeeding;
- Importance of taking folic acid in the prevention of neural tube defects;
- Use of substances during pregnancy including alcohol, tobacco, and other drugs;
- Importance of prenatal care;
- Immunizations;
- · Shaken baby syndrome;
- Car seat safety; and
- · Nutrition and healthy eating
- Upon completion of the mandatory training topics, the contractor may provide training on other topics
- In the event the client remains in the Alternatives to Abortion Program after delivery of the infant, the contractor must provide training on the importance of

Print Page 26 of 158

preconception care and the advantages of birth spacing as it relates to the health of the mother and infant

If there is a question by the state agency as to the relevancy or accuracy of the material being taught in a Prenatal Parent Education and Parenting Skills Training class, the contractor must provide the state agency with copies of the curriculum and/or training materials for state agency approval upon the state agency's request

- 3. The contractor's Prenatal Parent Education and Parenting Skills Training shall use evidence-based information on the subject(s) being taught
- 4. The contractor shall include cognitive skills, motor skills, valuing, and comforting of the infant/child in the training
- 5. The contractor shall provide personnel to provide the Prenatal Parent Education and Parenting Skills Training who have adequate knowledge in the topics to be taught
- d. Responsible Paternity Education The contractor shall promote parenting skills for the father of the client's infant through education, training, counseling, and support service efforts which include, but are not limited to, providing learning opportunities through interactions of the father of the client's infant and the client(s) children
 - If there is a question by the state agency as to the relevancy or accuracy of the material being taught in a Responsible Paternity Education
 class, the contractor must provide the state agency with copies of the curriculum and/or training materials for state agency approval upon the
 state agency's request
 - The contractor shall provide personnel to provide the Responsible Paternity Education who have adequate knowledge in the topics to be taught
- 2. As part of the comprehensive Alternatives to Abortion program, the contractor shall evaluate the client's needs and provide the following services when deemed appropriate for a client's optimum success. The services provided shall be in accordance with the following requirements:
 - a. Prenatal Care If identified as a client's need, the contractor shall ensure the client is connected with pregnancy-related health care providers. This may include assisting the client in completing enrollment for health coverage through MO HealthNet Division.
 - b. Medical Care If identified as a client need, the contractor shall assist the client with finding medical care by a licensed medical provider for the client as related to the maintenance of health, and prevention or treatment of illness, injury, or pregnancy complications for the client, as such services related to the prevention of abortion. Licensed medical provider shall be defined as an individual who meets the professional and legal requirements to provide the required health care service in the State of Missouri
 - c. Mental Health Care If deemed as a client need, the contractor shall assist the client in finding appropriate mental health care counseling and treatment to assist the child with management of mental illness or condition through a licensed/certified professional in the State of Missouri
 - d. Newborn or Infant Medical Care If identified as a client need, the contractor shall ensure the provision of newborn or infant medical care by a licensed medical provider as related to the maintenance of health or prevention of illness, and treatment of injury or illness for the infant in the twelve (12) months after delivery
 - e. Adoption Assistance If identified as a client need, the contractor shall ensure the client is provided with accurate information related to placing an infant(s) for adoption by another individual/family which may include legal assistance with adoption
 - f. Child Care If identified as a client need, the contractor shall ensure the client can obtain child care for the client's child(ren) when the parent or guardian is absent due to the client's participation in any Alternatives to Abortion Program service. The child care services may be provided by a relative that does not reside in the same home as the client and the client's child(ren), but shall not include live-in nanny services. The contractor must maintain documentation in the client's record that the client has applied for child cares services through the Department of Social Services and is awaiting determination or has been denied for child care services.

Paragraph Inserted by Addendum #1

 The contractor may provide child care for the client's children(s) until the determination or denial of services by the Department of Social Services

Paragraph Inserted by Addendum #1

- For informational purposes, the Department of Social Services should determine eligibility for child care within fifteen (15) calendar days. After a determination of eligibility is complete, the individual who applied for services would receive a letter regarding the determination. Prior to receipt of the letter, the individual may call the Department of Social Services to check on the status of their application.
- g. Clothing If identified as a client need, the contractor shall provide the client with clothing relating to pregnancy, newborn care, and parenting
- h. Domestic Abuse Protection If identified as a client need, the contractor shall ensure the client is provided with domestic abuse protection which includes any service, including transportation and assistance with obtaining an order of protection, which assures the physical and emotional safety of the client and her child(ren)
- i. Drug and Alcohol Testing and Treatment If identified as a need, the contractor shall ensure the provision of drug and alcohol testing and treatment
 - Drug and Alcohol Testing shall be defined as a proven scientific methodology to determine the level of alcohol, tobacco, and other chemical substances present in the client's body. Drug and alcohol testing may be conducted on the hair, blood, urine, or other body substances of the client and/or client's infant.
 - Drug and Alcohol Treatment shall be defined as an individualized, group, or family program, facilitated by a trained, licensed or certified professional or facility, to treat individuals or families affected by alcohol, tobacco, or other drugs
- j. Educational Services If identified as a need, the contractor shall ensure the client participates in a formal education program designed to allow the client to advance toward a high school diploma or equivalent, business, vocational or technical training, college undergraduate degree, or certificate
 - 1. The contractor must contact the community or government agency(ies) listed below to obtain education services for the client:

Print Page 27 of 158

- · Department of Economic Development;
- Department of Elementary and Secondary Education;
- Department of Higher Education;
- · Department of Social Services;
- · Community Resources; and
- Community Action Agencies
 - To qualify for reimbursement, the educational services must take place while the client is an Alternatives to Abortion client Educational costs incurred prior to acceptance into the contractor's Alternatives to Abortion program are not eligible for reimbursement. The contractor must ensure educational services are not currently being reimbursed and/or the client is not already receiving these services through another means
 - k. Food If identified as a client need, the contractor shall ensure the client is provided with food relating to pregnancy, newborn care, and parenting, through the Supplemental Nutrition Program Women, Infants, and Children (WIC) and Supplemental Nutrition Assistance Program (SNAP)
 - 1. Housing If identified as a client need, the contractor shall ensure the client has housing
 - 1. The contractor must contact the community or government agency(ies) listed below to obtain housing for the client:
- · U S Department of Housing and Urban Development (HUD);
- Community Resources; and
- Community Action Agencies
 - 2. Any housing must ensure a safe place where the client and the client's child(ren) can stay and shall include any of the following:
- Emergency Shelter Housing Emergency shelter shall be defined as short-term housing and shall not exceed fifteen (15) calendar days in duration for the time period the client is enrolled in the Alternatives to Abortion Program Emergency shelter may be provided in a motel or licensed shelter
- Residential Care Residential care shall be defined as longer term housing at a facility which also provides wrap around services to meet the client's needs Residential care may be provided for the client from pregnancy through twelve (12) months post-partum. If the contractor provides services other than Alternatives to Abortions at their facility, the contractor must cost allocate any joint expenditures.
- The facility(ies) providing residential care for clients under the age of 18 must be licensed by the Missouri Department of Social Services
- The facility(ies) providing services to clients age 18 and over must be licensed through, or appropriate permits secured from, the local political subdivisions including, but not limited to, business license, fire inspection, and building inspection
- . Upon request by the state agency, the contractor shall provide the state agency with a copy of license(s) and/or inspection(s)

Paragraph Revised by Addendum #1

- Housing Assistance Housing assistance shall be defined as assistance with rent, house payments, or a security deposit Housing assistance payments are limited to
 three (3) months of assistance within a twelve (12) month period. The contractor shall ensure that housing assistance provided by the Alternatives to Abortion program
 for a client does not exceed this frequency. Housing assistance shall not exceed \$600.00 per client, per month.
 - m. Utilities If the client is not in emergency housing or residential care, the contractor may assist the client with utilities (heating, cooling, water, basic phone service, trash, and electricity), if identified as a client need, only after the contractor has assisted the client in accessing the Low Income Home Energy Assistance Program (LIHEAP) Utility assistance is limited to three (3) months of assistance within a twelve (12) month period The contractor shall ensure that utility assistance provided by the Alternatives to Abortion program for a client does not exceed this frequency Assistance shall be coordinated with any LIHEAP assistance received
 - n. Job Training and Placement If identified as a client need, the contractor shall ensure the client is provided with a job training and placement program that facilitates and/or enhances the employability of the client and/or the father of the client's infant who might otherwise not qualify for help The contractor must contact the Division of Workforce Development:
 - o. Supplies If identified as a client need, the contractor shall ensure the client is provided with supplies relating to pregnancy, newborn care, and parenting In addition, if the contractor's case manager determined that the client is unable to provide a safe sleep environment for the client's infant, the contractor shall ensure that the client is provided with a Pack N' Play or equivalent which meets the 2011 American Academy of Pediatric Recommendations
 - p. Transportation If identified as a client need, the contractor shall ensure transportation for the client and the client's child(ren) is provided in order for the client and the client's child(ren) to access program services, services related to the health of the client or the client's child, or in relation to employment and training
 - q. Ultrasound Services If identified as a client need, the contractor shall assist the client with accessing ultrasound services. Ultrasound services shall be defined as high frequency sound waves used in monitoring and imaging as medically necessary that are ordered by a licensed healthcare provider and delivered by a certified ultrasound technician.
 - r. Other Services If identified as a client need, the contractor shall ensure the client is provided with other additional client services related to assisting the client in carrying the client's unborn child to term instead of having an abortion, to assisting the client in caring for the client's dependent child(ren), to placing the client's child for adoption, or to assistine the client in becoming self-sustaining. The contractor must submit a written request to the state agency utilizing Attachment 3 and receive state agency approval prior to inclusion of such. The written request must be accompanied by documentation showing an estimate of the cost of the services.
 - 1. For requests relating to the payment of vehicle insurance, loan payments, or repairs, the contractor must submit documentation that the vehicle title and/or auto loan is in the client's name
 - 2. The contractor must certify on Attachment 3 that the vehicle is the client's main source of transportation Payments made towards a client's auto loan are limited to \$400 per month, for a maximum period of three (3) months within a twelve (12) month period
 - For requests relating to genetic paternity testing, the contractor shall contact the Family Support Division of the Department of Social Services regarding paternity establishment services
 - 4. Record Maintenance and Reporting and Evaluation Requirements: The contractor shall maintain case files for each client served; provide reports to the state agency identifying client information, services, and activities; and cooperate with the state agency in the evaluation of the effectiveness of the contractor's services and the clients' satisfaction with program services. Such evaluation may be conducted by on-site monitoring and talking with clients

Print Page 28 of 158

1. Record Maintenance: The contractor's case files shall be retained in either hard copy or electronic format, or a combination thereof The contractor's case file documentation shall include, but is not necessarily limited to, the following:

- a. The contractor shall record the following client demographic data in the case file of each client served
 - 1. Name:
 - 2. Date of Birth;
 - 3. Marital status;
 - 4. Ethnic/cultural designation;
 - Spoken language;
 - 6. Educational level;
 - 7. Social Security Number;
 - 8. Medicaid number (if applicable);
 - 9. Number of dependents in household;
 - 10. Household income;
 - 11. Address; and
 - 12. Estimated date of delivery;
- b. The contractor shall include the following applicable information in the client's case file
 - 1. Description of services provided, including all case management;
 - 2. Date(s) and time(s) of service provision;
 - 3. Receipts for goods or services provided; and
 - 4. Documentation of relevant referrals and applications
- c. If a client is determined to be in need of services provided by the MO HealthNet Division, the Supplemental Nutrition Program Women, Infants, and Children (WIC), Supplemental Nutrition Assistance Program (SNAP), DSS child care assistance, and/or the Low-Income Home Energy Assistance Program (LIHEAP), the contractor must maintain documentation in the client's record showing the client has applied for such programs or services
- d. If the case manager refers the client for (1) the MO HealthNet Prenatal Case Management program, (2) Building Blocks of Missouri program, (3) Healthy Families Missouri Home Visiting program, or the (4) Healthy Start program, the contractor must maintain documentation in the client's record showing the client has been referred for such programs or services
- e. The contractor shall record the following information in the state agency's electronic data system:
 - 1. Client Intake Form Within five (5) working days after completing the determination of eligibility and completion of the initial client intake assessment, the contractor must complete the Client Intake Form in the state agency's data system
 - 2. Postpartum Depression screening assessment Within ten (10) calendar days after completion of the required Edinburgh Postnatal Depressing Screening Scale assessment (EDPS), the contractor shall enter the data collected into the state agency's data system
 - 3. Pregnancy Outcome Within seven (7) days of notification that the client has delivered or is no longer pregnant, the contractor shall enter the data collected into the state data system
 - 4. Discharge Documentation For all clients who are no longer eligible or who have elected to discontinue Alternatives to Abortion program services, the contractor shall record the discharge in the state agency's data system within seven (7) calendar days of the client's decision to terminate program services or the client's last day of eligibility
- 2. The contractor shall conduct monthly case file reviews by supervisory personnel in accordance with the following:
 - a. A minimum of one (1) case file must be reviewed per case worker;
 - b. Corrective action taken for incomplete findings must be documented; and
 - c. Case file reviews must be documented and retained in the case file
- 3. The contractor shall submit reports as follows:
 - a. The contractor shall submit a case file review summary report reflecting the results of the monthly case file reviews to the state agency by no later than February 15th, June 15th, and October 15th
 - b. The contractor must report the following information to the state agency by no later than the 15th of each month for the state agency to track the effectiveness of the contractor's program. The report shall include, but not be limited to, the following information:
 - 1. Number of clients enrolled:
 - 2. Number of clients engaged in job training and placement or educational services through the Alternatives to Abortion program;
 - 3. Number of fathers who participated in Alternatives to Abortion case management sessions, prenatal and parenting skills courses, or

Print Page 29 of 158

responsible paternity services during the time of the client's eligibility;

- 4. Number of prenatal skills and parenting education classes held;
- 5. Number of clients who attended prenatal skills and parenting education classes;
- 6. Number of case management hours provided;
- 7. Number of clients who participated in case management services; and
- 8. Any additional information as may be required by the state
- 4. Client Satisfaction Every June and December, the contractor must assess client satisfaction by providing each client with a Client Satisfaction Survey A draft copy of the Client Satisfaction Survey Instructions and a draft copy of the Client Satisfaction Survey are included as Attachment 4 and Attachment 4A respectively
 - a. The contractor shall ensure the Client Satisfaction Survey does not contain the client name or other identifying information
 - b. The contractor shall make every effort to ensure the Client Satisfaction Survey is completed by the client and returned to the contractor in a sealed envelope provided to the client by the contractor
 - c. The contractor must provide the state agency with each completed Client Satisfaction Survey no later than ten (10) calendar days following its completion

5. Implementation Requirements:

- 1. The contractor shall be fully operational by no later than fifteen (15) calendar days after state agency authorization to proceed with providing services Fully operational shall include providing sufficient personnel to perform the services required, completion of all necessary functions, actions, setup, etc, necessary for successful business operation, and full implementation of all required services pursuant to the requirements of this document
- 2. State Agency Liaison By no later than seven (7) calendar days after state agency authorization to proceed with services, the state agency will designate a state agency liaison. The state agency will provide the contractor with the state agency liaison name, telephone number, and e-mail address. The contractor shall follow the state agency liaison's instructions.
- 3. Contractor Representative The contractor shall provide a representative to serve as the state agency contact. By no later than five (5) working days after state agency authorization to proceed with services, the contractor shall provide the state agency with the name, address, telephone number, and e-mail address of the contractor's representative servicing the contract. In the event the contractor changes the contractor's representative servicing the contract, the contractor shall provide written notification to the state agency a minimum of thirty (30) days prior to the effective date of the change
- 4. Contractor Service Location The contractor must have at least one Alternatives to Abortion Program service location physically located within the awarded geographic region which must include adequate meeting space for face-to-face appointments between a client and the contractor's personnel The contractor may also have other satellite service locations in or out of the awarded geographic region By no later than five (5) working days after the state agency authorization to proceed with services, the contractor must provide the state agency with a list of all service locations, including any home-offices, and must provide written notification to the state agency five (5) business days prior to the effective date of any change of a service location
- 5. Computer Compatibility The contractor must have and maintain a computer with high-speed Internet service using Internet Explorer that is fully compatible with the state agency's data system in order to enable the contractor to accurately and timely update the state agency's data system as required herein. The contractor must complete specific security forms provided by the state agency for access to the state agency data system.

6. Record Retention/Performance Review and Audit Requirements:

- 1. The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state agency
 - a. The contractor shall make all such records, books, and other documents relevant to the contract available to the state agency and its designees, or the Missouri State Auditor in a format acceptable to the state agency, at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later
 - b. The contractor shall retain all such records according to the state agency's retention period or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, investigation, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of such action and resolution of all issues that arise from it
 - c. The contractor shall permit the state agency, governmental auditors, and authorized representatives of the State of Missouri to audit, examine, copy, or investigate any of the contractor's records, procedures, books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the contractor regardless of format in which these materials are stored and maintained Failure to retain adequate documentation for any service billed may, at the sole discretion of the state agency, result in recovery of payments for services not adequately documented Any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor However, the contractor may contest any such exception as provided by law The state agency will pay the contractor all amounts which the contractor may ultimately be held entitled to receive as a result of a judgment on behalf of the contractor
 - d. The contractor shall retain records which relate to (1) appeals; (2) litigation of the settlement of claims arising out of performance of the contract; and (3) costs and expenses of the contract to which exception has been taken by the Administration for Children and Families or its duly authorized representative, for a period of three (3) years from the expiration date of the contract
- 2. The contractor shall allow site visits by state agency personnel, or its designees, and shall make available such performance reviews, client files, and financial bookkeeping records as requested for examination. The contractor shall participate and cooperate in such site visits. The contractor shall require appropriate identification and/or documentation of authority of all persons making site visits and notify the state agency liaison when someone other than the state agency liaison or national affiliate requests access to their records

7. Contract Compliance:

1. The state agency reserves the right to monitor the contract throughout the effective period of the contract to ensure compliance with contractual requirements. Additionally, the state agency reserves the right to audit all records related to the contractor's performance under the contract for a period of three (3) years from the expiration date of the contract

Print Page 30 of 158

- The contractor shall cooperate with any state agency review of records and other documentation related to the contractor's performance under the contract
- 2. In the event the state agency determines the contractor to be non-compliant, or at risk for non-compliance with contractual requirements, the state agency shall have the right to impose special conditions or restrictions on the contractor to bring the contractor into compliance or to mitigate the risk of non-compliance
 - a. The state agency shall provide written notification to the contractor of the determination of non-compliance or the risk of non-compliance, identifying any special conditions or restrictions to be imposed by the state agency
 - b. Special conditions or restrictions may include, but are not limited to:
 - 1. Requiring the contractor to obtain additional technical assistance;
 - 2. Requiring additional levels of prior approval from the state agency for contract activities;
 - 3. Requiring additional or more detailed financial reports and/or other documentation;
 - 4. Additional, ongoing contract monitoring/oversight by the state agency; and/or
 - 5. Requiring the submission and implementation of a corrective action plan
- 3. In the event the state agency requires the contractor to submit and implement a corrective action plan, the state agency shall provide written notification to the contractor, identifying the specific performance and/or other contractual requirements that are not being met and the expected corrective resolution
 - a. The contractor shall submit a written corrective action plan to the state agency within the timeframes specified in the state agency notification
 - b. The corrective action plan must include the actions the contractor proposes to take to remedy concerns, timeframes for achieving such corrective actions, the person(s) responsible for the necessary action, the improvement that is expected, a description of how progress will be measured, and a description of the actions to be taken to prevent the situation from recurring
 - c. The state agency will notify the contractor in writing if the corrective action plan is approved or if modifications to the corrective action plan are required
 - 1. In the event the state agency requires changes to the corrective action plan, the contractor shall submit a revised corrective action plan within five (5) working days of receipt of the state agency's notification that changes are required
 - d. The contractor shall immediately implement the state agency-approved corrective action plan upon receipt from the state agency

8. Confidentiality:

- 1. Any information pertaining to specific individuals served under the contract, or otherwise protected from public disclosure by state and/or federal law shared by the parties as a result of the performance under the contract, shall remain confidential and only released to the public as permitted by applicable law No reports, documentation, or material prepared as required by the contract which pertains to individually identifiable persons shall be released to the public without the prior, written consent of each party, unless otherwise required by law
- 2. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be a breach of contract and subject to the cancellation provisions of the contract
- 3. The contractor shall use appropriate administrative, physical, and technical safeguards to prevent use or disclosure of any information confidential by law that the contractor creates, receives, maintains, or transmits on behalf of the state agency other than as provided for by the contract Such safeguards shall include, but not be limited to:
 - a. Encryption of any portable device used to access or maintain confidential information or use of equivalent safeguard;
 - b. Encryption of any transmission of electronic communication containing confidential information or use of equivalent safeguard;
 - c. Workforce training on the appropriate uses and disclosures of confidential information pursuant to the terms of the contract;
 - d. Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of confidential information by its workforce and subcontractors, if applicable; and
 - e. Any other safeguards necessary to prevent the inappropriate use or disclosure of confidential information
- 4. The contractor shall agree that the use and disclosure of information on clients who are recipients of services is prohibited except as permitted under section 208 120 RSMo and other applicable state and federal law regarding confidentiality of personal information and public assistance programs

9. Contractor Qualifications:

- 1. Pursuant to section 188 325 RSMo, the contractor must not be an organization or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions" and should be "exempt from income taxation pursuant to the United States Internal Revenue Code"
- 2. Pursuant to section 208 067 1 (1) RSMo, the contractor should be a not-for-profit entity that promotes one or more of the four purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
 - a. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives:
 - b. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - c. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and

Print Page 31 of 158

d. Encourage the formation and maintenance of two-parent families

10. Personnel Requirements:

- 1. Personnel The contractor shall provide sufficient personnel to perform the services required herein, including personnel who comply with the following minimum requirements to work directly with clients (hereinafter be referred to as case managers):
 - a. Credentialed Case Manager If licensure or certification is required by the case manager's profession for the performance of the specific services assigned to be performed, the contractor shall provide and assign credentialed case manager(s) who must meet the applicable licensing or certification requirements of the case manager's profession in the State of Missouri At a minimum, the contractor's credential case manager(s) must possess at least one (1) of the following qualifications:
 - 1. Registered Professional Nurse;
 - 2. Bachelor's Level Social Worker;
 - 3. Licensed Advanced Macro Social Worker, as defined in section 337 600 RSMo;
 - 4. Licensed Baccalaureate Social Worker, as defined in section 337 600 RSMo if under the direction supervision of a licensed Advanced Macro Social Worker or a licensed Master Social Worker;
 - 5. Licensed Master Social Worker, as defined in section 337 600 RSMo;
 - 6. Licensed Mental Health Professional (Licensed Clinical Social Worker and/or Licensed Professional Counselor);
 - 7. Case Manager with a master's degree in psychology or counseling from an accredited school; or
 - 8. Case Manager with a bachelor's degree in psychology, counseling, or a clinical field from an accredited school if under the direct supervision of a licensed Advanced Macro Social Worker or a licensed Master Social Worker
 - b. Non-credentialed Case Manager In the event that required services do not require a credentialed case manager, the contractor shall assign either a credentialed or a non-credentialed case manager to provide the service(s) The contractor's non-credentialed case manager(s) shall possess at least one (1) of the following qualifications:
 - 1. A minimum of 30 earned semester hours from an accredited college or university in one (1), or a combination of, the following fields:
- · Social Work/Human Services:
- Social Welfare:
- Psychology;
- Sociology;
- Elementary Education;
- · Early Childhood Education;
- · Secondary Education;
- Special Education;
- · Counseling, Marriage and Family Therapy;
- Family and Child Development;
- Criminal Justice:
- Juvenile Justice: or
- Comparable human services related field
 - 2. A high school diploma or equivalent, with two (2) years of experience providing case management services similar to those required herein; or
 - 3. Licensed Practical Nurse
 - Background Security Clearance Report The contractor, the contractor's direct service personnel, and the contractor's supervisors of personnel providing
 direct services must pass either a criminal record personal identifier (name-based) or a fingerprint based background security clearance search report prior
 to the provision of service and every two (2) years thereafter
 - a. Information about obtaining the background security clearance reports and obtaining the required forms may be obtained from the Missouri State Highway Patrol, Criminal Justice Information Services (CJIS) Division, or via the Internet at the following address:

http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html

- 3. Pre-Assignment Screenings The contractor, the contractor's direct service personnel, and the contractor's supervisors of personnel providing direct services must pass the following pre-assignment screenings:
 - a. Abuse/neglect report check by the Family Care Safety Registry Background Investigation;
 - b. Abuse/neglect report check from the Department of Health and Senior Services, Employment Disqualification List; and
 - c. Abuse/neglect report check from the Employee Disqualification Registry from the Department of Mental Health

Print Page 32 of 158

- 4. The contractor shall ensure that all personnel have appropriate training, education, and experience to fulfill the requirements of the assigned positions
- 5. The contractor shall maintain all applicable records, as outlined above, pertaining to all personnel associated with the administration of the Alternatives to Abortion program and the delivery of services to clients
- 6. Substitution of Personnel The contractor agrees and understands that the State of Missouri's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the proposal Therefore, the contractor agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of the state agency The contractor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the state agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The State of Missouri agrees that an approval of a substitution will not be unreasonably withheld

7. Authorized Personnel:

- a. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A
- b. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state The state may also withhold up to twenty-five percent of the total amount due to the contractor
- c. The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies
- d. If the contractor meets the definition of a business entity as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:
 - 1. Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
 - Provide to the Division of Purchasing the documentation required in the exhibit titled, Business Entity Certification, Enrollment
 Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify
 federal work authorization program; AND
 - 3. Submit to the Division of Purchasing a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization
- e. In accordance with subsection 2 of section 285 530, RSMo, the contractor should renew their Affidavit of Work Authorization annually A valid Affidavit of Work Authorization is necessary to award any new contracts

11. Financial Requirements:

- 1. Prior to any payments becoming due under the contract, the contractor must update their vendor registration with their ACH-EFT payment information at https://missouriBUYS mo gov
 - a. The contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT)

2. Allocations of Funding -

- a. The contractor shall be awarded a total cost allocation. The contractor may provide services above and beyond the total cost allocation award; however, the contractor shall not receive payment for services provided above and beyond the total cost allocation award identified in the Notice of Award.
- b. Throughout the contract period, the state agency reserves the sole right to adjust the contractor's total cost allocation due to changes in appropriations, budget restrictions, current, historic, and future estimated service usage, and other factors determined by the state agency, which may include, but not be limited to:
 - 1. Availability of funding;
 - 2. Previous billing practices of the contractor (i e Utilization of funding);
 - 3. Contractor performance; and
 - 4. Location or geographic region
- c. The state agency will allocate funding for services on an annual basis and shall provide notification to the contractor of the total cost allocation amount. The amount of the annual total cost allocation shall be determined at the sole discretion of the state agency, without recourse. Such determination may include, but is not limited to, such factors as:
 - 1. Availability of funding;
 - 2. Previous billing practices of the contractor (i e Utilization of funding);
 - 3. Contractor performance; and
 - Location or geographic region
- d. The contractor will be notified of any revisions to the total cost allocation through a contract amendment

Print Page 33 of 158

TANF Quarterly Expenditure Report - The contractor (subrecipient) shall ensure that only TANF-allowable services are submitted on their quarterly expenditure report due to the state agency on the 15th day of the first month following the end of each quarter (October 15th, January 15th, April 15th, and July 15th) (refer to Attachment 5)

4. The contractor shall submit itemized invoices to the state agency liaison

Paragraph Revised by Addendum #1

a. By the 15th of the month, the contractor shall electronically submit an invoice for the monthly award amount. The monthly award amount is the total award amount divided by the number of months in the contract award period. The invoice form is included as Attachment 6

Paragraph Deleted by Addendum #1

b. DELETED

Paragraph Revised by Addendum #1

c. The state agency will compare the quarterly expenditure report with the total dollar paid to the contractor for the same quarter. If the dollars paid are greater than the dollars reported on the quarterly expenditure report, the state agency shall reduce the next monthly invoice by the corresponding dollar amount. If the dollars paid are less than the dollars reported on the quarterly expenditure report, the state agency shall increase the next monthly invoice by the corresponding dollar amount.

Paragraph Inserted by Addendum #1

- d. If the contractor's remaining award amount for the contract period becomes less than the monthly award amount, the state agency will reduce future invoices for the contract period
- 5. The state agency reserves the right to:
 - a. audit all invoices, in a manner determined by the state agency;
 - b. reject any invoice for good cause;
 - c. make invoice corrections and/or changes with appropriate notification to the contractor; and
 - d. recover from the contractor any funds for which adequate verification and documentation of expenditures, if required, is not maintained
- 6. The state agency is not required to make payment for services billed on invoices not submitted within the timeframes required by the contract
- 7. Notwithstanding any other payment provision of the contract, if the contractor fails to submit reports when due, or is indebted to the United States, the state agency may withhold payment or reject invoices under the contract
- 8. The state agency shall reject payment for the contractor's failure to perform or deliver the required work or services
- If a request by the contractor for payment or reimbursement is denied, the state agency shall provide the contractor with written notice of the reason(s) for denial
- 10. Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to taxes, shipping charges, interest, penalties, termination payments, attorney fees, liquidated damages, etc
- 11. If the contractor is overpaid by the state agency, upon official notification by the state agency, the contractor shall provide the state agency (1) with a check payable as instructed by the state agency in the amount of such overpayment at the address specified by the state agency or (2) deduct the total amount of overpayment from the subsequent monthly invoices as requested by the state agency
- 12. The contractor shall not utilize moneys received from the state agency under the contract to supplant local funds or subsidize services provided to other agencies, organizations or individuals

12. Other Contractual Requirements:

- Contract A binding contract shall consist of: (1) the RFP, addendums thereto, and any Best and Final Offer (BAFO) request(s) with RFP
 changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) the Division of
 Purchasing's acceptance of the proposal by "notice of award" All Exhibits and Attachments included in the RFP shall be incorporated into the contract by
 reference
 - a. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services Before providing equipment, supplies, and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency
 - b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein
 - c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract
- Contract Period The original contract period shall be as stated on page 1 of the Request for Proposal (RFP) The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing shall have the right, at its sole option, to renew the contract for three (3) additional one-year periods, or any portion thereof.
- 3. Renewal Periods In the event the Division of Purchasing exercises its option for renewal, all terms and conditions, requirements and specifications of the

Print Page 34 of 158

contract shall remain the same and apply during the renewal period except as stated herein in regard to pricing All prices for the renewal periods will remain the same as that specified in the Notice of Award for the original contract period unless changes to the funds for Alternatives to Abortion Program services are made by the Governor and/or the Missouri General Assembly

- a. If the option for renewal is exercised by the Division of Purchasing, the contractor should submit a budget/price analysis of the guaranteed-not-to-exceed annual total price requested and a budget narrative
- b. If additional funds beyond the \$3,225,000 00 are appropriated for the renewal period, the contractor may be given an opportunity to request an amount up to a new maximum total annual award price, based upon the additional funds, as specified in an amendment issued by the Division of Purchasing
- c. The contractor shall understand and agree the state may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period. If funds are reduced, the contractor will be advised of the applicable decrease for the renewal period or portion thereof. If such reductions are rejected by the contractor, the contract may be terminated and a new procurement process may be conducted or, if applicable, the State of Missouri may re-allocate the funds amount for the remaining contractors. The State of Missouri reserves the right to determine the allocation of funds.

Paragraph Deleted by Addendum #1

DELETED

- 4. Termination The Division of Purchasing reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the Division of Purchasing, become the property of the State of Missouri. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.
 - a. If state and/or federal funds are not appropriated, continued, or available at a sufficient level to fund the contract, or in the event of a change in federal or state law relevant to the contract, the obligations of each party may, at the sole discretion of the State of Missouri, be terminated in whole or in part, effective immediately or as determined by the State of Missouri, upon written notice to the contractor from the State of Missouri

5. Transition:

- a. The contractor shall work with the state agency and any other organizations designated by the state agency to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the state agency
- b. Upon expiration, termination, or cancellation of the contract, the contractor shall assist the state agency to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the state agency. If requested by the state agency, the contractor shall provide and/or perform any or all of the following responsibilities:
 - 1. The contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were required to be produced under the terms of the contract to the state agency and/or to the state agency's designee within seven (7) days after receipt of the written request in a format and condition that are acceptable to the state agency
 - The contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the state agency, in order to ensure the completion of such service prior to the expiration of the contract
 - 3. The contractor shall not accept any new clients in behalf of the state agency nor be paid for service to any new clients by the state agency if service is implemented after the termination or cancellation date of the contract. In the event that services for a client are referred or transferred to another organization, the contractor shall furnish all records, treatment plans, and recommendations, which are necessary to ensure continuity and consistency of care for the client
 - 4. If requested in writing via formal contract amendment, the contractor shall continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed sixty (60) calendar days after the expiration, termination, or cancellation date of the contract for a price not to exceed those prices set forth in the contract
- The contractor must obtain specific written approval from the state agency prior to providing continuing services to any client after the termination or cancellation of the contract. The written approval must identify the specific client and contain a date for the termination of service for the client.
- . The decision to allow a client to receive continuing services shall be made by the state agency on a case-by-case basis at its sole discretion
 - 6. Contractor Liability The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act
 - a. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract
 - b. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees
 - c. Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above) or (2) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility
 - 7. Insurance The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.

Print Page 35 of 158

- a. In the event any insurance coverage is canceled, the state agency must be notified at least thirty (30) calendar days prior to such cancelation
- 8. Subcontractors Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor
 - a. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract
 - b. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein
 - c. Pursuant to subsection 1 of section 285 530, RSMo, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri In accordance with sections 285 525 to 285 550, RSMo, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285 530, RSMo, if the contract binding the contractor and subcontractor affirmatively states that:
 - 1. The direct subcontractor is not knowingly in violation of subsection 1 of section 285 530, RSMo, and shall not henceforth be in such violation
 - The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States
 - d. The contractor shall notify all subcontractor(s) of applicable Office of Management and Budget (OMB) administrative requirements, cost principles, other applicable federal rules and regulations, and funding source information as included herein
- 9. Participation by Other Organizations The contractor must comply with any Organization for the Blind/Sheltered Workshop, Service-Disabled Veteran Business Enterprise (SDVE), and/or Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation levels committed to in the contractor's awarded proposal
 - a. The contractor shall prepare and submit to the Division of Purchasing a report detailing all payments made by the contractor to Organizations for the Blind/Sheltered Workshops, SDVEs, and/or MBE/WBEs participating in the contract for the reporting period The contractor must submit the report on a monthly basis, unless otherwise determined by the Division of Purchasing
 - b. The Division of Purchasing will monitor the contractor's compliance in meeting the Organizations for the Blind/Sheltered Workshop and SDVE participation levels committed to in the contractor's awarded proposal. The Division of Purchasing in conjunction with the Office of Equal Opportunity (OEO) will monitor the contractor's compliance in meeting the MBE/WBE participation levels committed to in the contractor's awarded proposal. If the contractor's payments to the participating entities are less than the amount committed, the state may cancel the contract and/or suspend or debar the contractor from participating in future state procurements, or retain payments to the contractor in an amount equal to the value of the participation commitment less actual payments made by the contractor to the participating entity. If the Division of Purchasing determines that the contractor becomes compliant with the commitment, any funds retained as stated above, will be released
 - c. If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the contractor must obtain other certified MBE/WBEs or other organizations for the blind/sheltered workshops or other SDVEs to fulfill the participation requirements committed to in the contractor's awarded proposal
 - The contractor must obtain the written approval of the Division of Purchasing for any new entities This approval shall not be arbitrarily
 withheld
 - 2. If the contractor cannot obtain a replacement entity, the contractor must submit documentation to the Division of Purchasing all efforts made to secure a replacement. The Division of Purchasing shall have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the contractor's participation commitment.
 - d. No later than 30 days after the effective date of the first renewal period, the contractor must submit an affidavit to the Division of Purchasing The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all contractor payments made to the Organizations for the Blind/Sheltered Workshops The contractor may use the affidavit available on the Division of Purchasing's website at http://oa.mo.gov/sites/default/files/bswaffidavit.doc or another affidavit providing the same information
- 10. Contractor Status The contractor is an independent contractor and shall not represent the contractor or the contractor's employees to be employees of the State of Missouri or an agency of the State of Missouri The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc, and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters
- 11. Coordination The contractor shall fully coordinate all contract activities with those activities of the state agency As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing throughout the effective period of the contract
- 12. Property of State The contractor shall agree and understand that all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the State of Missouri Upon expiration, termination, or cancellation of the contract, said items shall become the property of the State of Missouri, which shall include all rights and interests for present and future use or sale as deemed appropriate by the state agency
 - a. The State of Missouri understands and agrees that any ancillary software tools or pre-printed materials (e g, project management software tools or training software tools, etc.) developed or acquired by the contractor that may be necessary to perform a particular service required hereunder but not required as a specific deliverable of the contract, shall remain the property of the contractor; however, the contractor shall be responsible for ensuring such tools and materials are being used in accordance with applicable intellectual property rights and copyrights
 - b. The contractor shall further agree that no reports, documentation, or material prepared, including the program(s) developed as required by the contract, shall be used or marketed by the contractor or released to the public without the prior written consent of the state agency

13. Confidentiality:

Print Page 36 of 158

a. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency

- b. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document
- 14. Publicity Any publicity release mentioning contract activities shall reference the contract number and the state agency Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the state agency The contractor shall obtain approval from the state agency prior to the release of such publicity or publications
- 13. Federal Funds Requirements: The contractor shall understand and agree that the contract may involve the use of federal funds Therefore, for any federal funds used, the following paragraphs shall apply:
 - 1. Subrecipient of Federal Funds:
 - a. The state agency has determined the contract is subrecipient in nature as defined in 2 CFR § 200 330 For the purposes of the contract, the contractor has been determined to be a subrecipient of federal TANF funds
 - b. To the extents that the contract involves the use, in whole or in part, of federal funds, the contractor shall comply with the special conditions contained in Attachment 7
 - c. The contractor shall comply with the Federal Funds Subrecipient Requirements, attached hereto as Attachment 7 As used in Attachment 7, the term "subrecipient" shall refer to the contractor and the term "state agency" shall refer to the Office of Administration
 - 2. Steven's Amendment In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the contractor shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal funds unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
 - a. The percentage of the total costs of the program or project which will be financed with Federal funds;
 - b. The dollar amount of Federal funds for the project or program; and
 - c. The percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources
 - 3. The contractor shall comply with 31 U S C 1352 relating to limitations on use of appropriated funds to influence certain federal contracting and financial transactions. No funds under the contract shall be used to pay the salary or expenses of the contractor, or agent acting for the contractor, to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or Missouri General Assembly. The contractor shall comply with all requirements of 31 U S C 1352 which is incorporated herein as if fully set forth. The contractor shall submit to the state agency, when applicable, Disclosure of Lobbying Activities reporting forms.
 - 4. The contractor shall comply with the Pro-Children Act of 1994 (20 U S C 6081), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act
 - 5. The contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U S C 7401 et seq) and the Federal Water Pollution Control Act as amended (33 U S C 1251 et seq)
 - 6. The contractor shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988 and all applicable regulations The contractor shall report any conviction of the contractor's personnel under a criminal drug statute for violations occurring on the contractor's premises or off the contractor's premises while conducting official business A report of a conviction shall be made to the state agency within five (5) working days after the conviction
 - 7. Contractor Whistleblower Protections:
 - a. The contractor shall comply with the provisions of 41 U S C 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing" In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment
 - b. The contractor's employees are encouraged to report fraud, waste, and abuse The contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies This notification must be in the predominant native language of the workforce
 - c. The contractor shall include this requirement in any agreement made with a subcontractor or subgrantee
 - 8. Non-Discrimination and ADA The contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P L 88-352) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
 - b. Equal Pay Act of 1963 (P L 88 38, as amended, 29 U S C Section 206 (d));
 - c. Title IX of the Education Amendments of 1972, as amended (20 U S C 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
 - d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U S C 794) and the Americans with Disabilities Act of 1990 (42 U S C 12101 et seq.) which prohibit discrimination on the basis of disabilities;
 - e. The Age Discrimination Act of 1975, as amended (42 U S C 6101-6107) which prohibits discrimination on the basis of age;
 - f. Equal Employment Opportunity E O 11246, "Equal Employment Opportunity", as amended by E O 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity";

Print Page 37 of 158

- g. Missouri State Regulation, 19 CSR 10-2 010, Civil Rights Requirements:
- h. Missouri Governor's EO #94-03 (excluding article II due to its repeal);
- i. Missouri Governor's E O #05-30; and
- The requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to the services provided via the contract

14. Business Associate Provisions:

- 1. Health Insurance Portability and Accountability Act of 1996, as amended The state agency and the contractor are both subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) (collectively, and hereinafter, HIPAA) and all regulations promulgated pursuant to authority granted therein The contractor constitutes a "Business Associate" of the state agency Therefore, the term, "contractor" as used in this section shall mean "Business Associate"
 - a. The contractor agrees that for purposes of the Business Associate Provisions contained herein, terms used but not otherwise defined shall have the same meaning as those terms defined in 45 CFR Parts 160 and 164 and 42 U S C §§ 17921 et. seq. including, but not limited to the following:
 - 1. "Access", "administrative safeguards", "confidentiality", "covered entity", "data aggregation", "designated record set", "disclosure", "hybrid entity", "information system", "physical safeguards", "required by law", "technical safeguards", "use" and "workforce" shall have the same meanings as defined in 45 CFR 160 103, 164 103, 164 304, and 164 501 and HIPAA
 - "Breach" shall mean the unauthorized acquisition, access, use, or disclosure of Protected Health Information which compromises the security
 or privacy of such information, except as provided in 42 U S C § 17921 This definition shall not apply to the term "breach of contract" as
 used within the contract
 - 3. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160 103, and in reference to the party to this agreement, shall mean the contractor
 - 4. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160 103, and in reference to the party to this agreement, shall mean the state agency
 - 5. "Electronic Protected Health Information" shall mean information that comes within paragraphs (1)(i) or (1)(ii) of the definition of Protected Health Information as specified below
 - 6. "Enforcement Rule" shall mean the HIPAA Administrative Simplification: Enforcement; Final Rule at 45 CFR Parts 160 and 164
 - 7. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164
 - 8. "Individual" shall have the same meaning as the term "individual" in 45 CFR 160 103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164 502 (g)
 - "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E
 - 10. "Protected Health Information" as defined in 45 CFR 160 103, shall mean individually identifiable health information:
- (a) Except as provided in paragraph (b) of this definition, that is: (i) Transmitted by electronic media; or (ii) Maintained in electronic media; or (iii) Transmitted or maintained in any other form or medium.
- (b) Protected Health Information excludes individually identifiable health information in (i) Education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and (iii) Employment records held by a covered entity (state agency) in its role as employer.
 - 11. "Security Incident" shall be defined as set forth in the "Obligations of the Contractor" section of the Business Associate Provisions
 - 12. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C
 - 13. "Unsecured Protected Health Information" shall mean Protected Health Information that is not secured through the use of a technology or methodology determined in accordance with 42 U S C § 17932 or as otherwise specified by the secretary of Health and Human Services
 - b. The contractor agrees and understands that wherever in this document the term Protected Health Information is used, it shall also be deemed to include Electronic Protected Health Information
 - c. The contractor must appropriately safeguard Protected Health Information which the contractor receives from or creates or receives on behalf of the state agency. To provide reasonable assurance of appropriate safeguards, the contractor shall comply with the business associate provisions stated herein, as well as the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) and all regulations promulgated pursuant to authority granted therein
 - d. The state agency and the contractor agree to amend the contract as is necessary for the parties to comply with the requirements of HIPAA and the Privacy Rule, Security Rule, Enforcement Rule, and other rules as later promulgated (hereinafter referenced as the regulations promulgated thereunder) Any ambiguity in the contract shall be interpreted to permit compliance with the HIPAA Rules
 - 2. Permitted Uses and Disclosures of Protected Health Information by the Contractor:
 - a. The contractor may not use or disclose Protected Health Information in any manner that would violate Subpart E of 45 CFR Part 164 if done by the state agency, except for the specific uses and disclosures in the contract
 - b. The contractor may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the state agency as specified in the contract, provided that such use or disclosure would not violate HIPAA and the regulations promulgated thereunder

Print Page 38 of 158

c. The contractor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164 502(j)(1) and shall notify the state agency by no later than ten (10) calendar days after the contractor becomes aware of the disclosure of the Protected Health Information

- d. If required to properly perform the contract and subject to the terms of the contract, the contractor may use or disclose Protected Health Information if necessary for the proper management and administration of the contractor's business
- e. If the disclosure is required by law, the contractor may disclose Protected Health Information to carry out the legal responsibilities of the contractor
- f. If applicable, the contractor may use Protected Health Information to provide Data Aggregation services to the state agency as permitted by 45 CFR 164 504(e)(2)(i)(B)
- g. The contractor may not use Protected Health Information to de-identify or re-identify the information in accordance with 45 CFR 164 514(a)-(c) without specific written permission from the state agency to do so
- h. The contractor agrees to make uses and disclosures and requests for Protected Health Information consistent with the state agency's minimum necessary policies and procedures

3. Obligations and Activities of the Contractor:

- a. The contractor shall not use or disclose Protected Health Information other than as permitted or required by the contract or as otherwise required by law, and shall comply with the minimum necessary disclosure requirements set forth in 45 CFR § 164 502(b)
- b. The contractor shall use appropriate administrative, physical and technical safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by the contract Such safeguards shall include, but not be limited to:
 - 1. Workforce training on the appropriate uses and disclosures of Protected Health Information pursuant to the terms of the contract;
 - 2. Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of Protected Health Information by its workforce and subcontractors, if applicable;
 - 3. Encryption of any portable device used to access or maintain Protected Health Information or use of equivalent safeguard;
 - 4. Encryption of any transmission of electronic communication containing Protected Health Information or use of equivalent safeguard; and
 - 5. Any other safeguards necessary to prevent the inappropriate use or disclosure of Protected Health Information
- c. With respect to Electronic Protected Health Information, the contractor shall use appropriate administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic Protected Health Information that contractor creates, receives, maintains or transmits on behalf of the state agency and comply with Subpart C of 45 CFR Part 164, to prevent use or disclosure of Protected Health Information other than as provided for by the contract
- d. In accordance with 45 CFR 164 502(e)(1)(ii) and 164 308(b)(2), the contractor shall require that any agent or subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of the contractor agrees to the same restrictions, conditions, and requirements that apply to the contractor with respect to such information
- e. By no later than ten (10) calendar days after receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall make the contractor's internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, created by, or received by the contractor on behalf of the state agency available to the state agency and/or to the Secretary of the Department of Health and Human Services or designee for purposes of determining compliance with the HIPAA Rules and the contract
- f. The contractor shall document any disclosures and information related to such disclosures of Protected Health Information as would be required for the state agency to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 42 USCA §17932 and 45 CFR 164 528 By no later than five (5) calendar days of receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall provide an accounting of disclosures of Protected Health Information regarding an individual to the state agency If requested by the state agency or the individual, the contractor shall provide an accounting of disclosures directly to the individual The contractor shall maintain a record of any accounting made directly to an individual at the individual's request and shall provide such record to the state agency upon request
- g. In order to meet the requirements under 45 CFR 164 524, regarding an individual's right of access, the contractor shall, within five (5) calendar days following a state agency request, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, provide the state agency access to the Protected Health Information in an individual's designated record set However, if requested by the state agency, the contractor shall provide access to the Protected Health Information in a designated record set directly to the individual for whom such information relates
- At the direction of the state agency, the contractor shall promptly make any amendment(s) to Protected Health Information in a Designated Record Set pursuant to 45 CFR 164 526
- i. The contractor shall report to the state agency's Security Officer any security incident immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. For purposes of this paragraph, security incident shall mean the attempted or successful unauthorized access, use, modification or destruction of information or interference with systems operations in an information system. This does not include trivial incidents that occur on a daily basis, such as scans, "pings," or unsuccessful attempts that do not penetrate computer networks or servers or result in interference with system operations. By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the state agency's Security Officer with a description of any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan of action for approval that describes plans for preventing any such future security incidents
- j. The contractor shall report to the state agency's Privacy Officer any unauthorized use or disclosure of Protected Health Information not permitted or required as stated herein immediately upon becoming aware of such use or disclosure and shall take immediate action to stop the unauthorized use or disclosure By no later than five (5) calendar days after the contractor becomes aware of any such use or disclosure, the contractor shall provide the state agency's Privacy Officer with a written description of any remedial action taken to mitigate any harmful effect of such disclosure and a proposed written plan of action for approval that describes plans for preventing any such future unauthorized uses or disclosures

Print Page 39 of 158

k. The contractor shall report to the state agency's Security Officer any breach immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the state agency's Security Officer with a description of the breach, the information compromised by the breach, and any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan for approval that describes plans for preventing any such future incidents

- 1. The contractor's reports required in the preceding paragraphs shall include the following information regarding the security incident, improper disclosure/use, or breach, (hereinafter "incident"):
 - The name, address, and telephone number of each individual whose information was involved if such information is maintained by the contractor:
 - 2. The electronic address of any individual who has specified a preference of contact by electronic mail;
 - 3. A brief description of what happened, including the date(s) of the incident and the date(s) of the discovery of the incident;
 - 4. A description of the types of Protected Health Information involved in the incident (such as full name, Social Security Number, date of birth, home address, account number, or disability code) and whether the incident involved Unsecured Protected Health Information; and
 - 5. The recommended steps individuals should take to protect themselves from potential harm resulting from the incident
- m. Notwithstanding any provisions of the Terms and Conditions attached hereto, in order to meet the requirements under HIPAA and the regulations promulgated thereunder, the contractor shall keep and retain adequate, accurate, and complete records of the documentation required under these provisions for a minimum of six (6) years as specified in 45 CFR Part 164
- n. Contractor shall not directly or indirectly receive remuneration in exchange for any Protected Health Information without a valid authorization
- o. If the contractor becomes aware of a pattern of activity or practice of the state agency that constitutes a material breach of contract regarding the state agency's obligations under the Business Associate Provisions of the contract, the contractor shall notify the state agency's Security Officer of the activity or practice and work with the state agency to correct the breach of contract
- p. The contractor shall indemnify the state agency from any liability resulting from any violation of the Privacy Rule or Security Rule or Breach arising from the conduct or omission of the contractor or its employee(s), agent(s) or subcontractor(s). The contractor shall reimburse the state agency for any and all actual and direct costs and/or losses, including those incurred under the civil penalties implemented by legal requirements, including but not limited to HIPAA as amended by the Health Information Technology for Economic and Clinical Health Act, and including reasonable attorney's fees, which may be imposed upon the state agency under legal requirements, including but not limited to HIPAA's Administrative Simplification Rules, arising from or in connection with the contractor's negligent or wrongful actions or violations of this Agreement

4. Obligations of the State Agency:

- a. The state agency shall notify the contractor of limitation(s) that may affect the contractor's use or disclosure of Protected Health Information, by providing the contractor with the state agency's notice of privacy practices in accordance with 45 CFR 164 520
- b. The state agency shall notify the contractor of any changes in, or revocation of, authorization by an Individual to use or disclose Protected Health Information
- c. The state agency shall notify the contractor of any restriction to the use or disclosure of Protected Health Information that the state agency has agreed to in accordance with 45 CFR 164 522
- d. The state agency shall not request the contractor to use or disclose Protected Health Information in any manner that would not be permissible under HIPAA and the regulations promulgated thereunder
- 5. Expiration/Termination/Cancellation Except as provided in the subparagraph below, upon the expiration, termination, or cancellation of the contract for any reason, the contractor shall, at the discretion of the state agency, either return to the state agency or destroy all Protected Health Information received by the contractor from the state agency, or created or received by the contractor on behalf of the state agency, and shall not retain any copies of such Protected Health Information This provision shall also apply to Protected Health Information that is in the possession of subcontractor or agents of the contractor
 - a. In the event the state agency determines that returning or destroying the Protected Health Information is not feasible, the contractor shall extend the protections of the contract to the Protected Health Information for as long as the contractor maintains the Protected Health Information and shall limit the use and disclosure of the Protected Health Information to those purposes that made return or destruction of the information infeasible. If at any time it becomes feasible to return or destroy any such Protected Health Information maintained pursuant to this paragraph, the contractor must notify the state agency and obtain instructions from the state agency for either the return or destruction of the Protected Health Information
- 6. Breach of Contract In the event the contractor is in breach of contract with regard to the business associate provisions included herein, the contractor agrees that in addition to the requirements of the contract related to cancellation of contract, if the state agency determines that cancellation of the contract is not feasible, the State of Missouri may elect not to cancel the contract, but the state agency shall report the breach of contract to the Secretary of the Department of Health and Human Services

3. proposal SUBMISSION INFORMATION

1. Submission of Proposals:

- 1. Geographic Regions The vendor may submit a proposal for one or more of the geographic regions identified in Attachment 1
 - a. In the event the vendor is proposing to provide services in one or more of the geographic regions, the vendor is encouraged to submit one proposal. The vendor is encouraged to clearly organize the proposal in a manner so it is easily discernible which geographic region the information pertains to It is not necessary to repeat information that is applicable to all proposed geographic regions; however, the vendor should clearly articulate that the information pertains to all proposed services
- 2. Vendor Qualification Pursuant to section 188 325 RSMo, the vendor must not be an organization or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions" and should be "exempt from income taxation pursuant to the United States Internal Revenue

Print Page 40 of 158

Code"

a. The vendor should complete and return the attached Certification Regarding Compliance with Section 188 325, RSMo, Exhibit A, with the proposal If not submitted with the proposal, such certification shall be required prior to any contract award

- b. The vendor should submit recent documentation from the Internal Revenue Service (IRS) indicating the vendor is exempt from income taxation pursuant to the United States Internal Revenue Code If the documentation is not recent, the vendor should also include a copy of the vendor's most recent Federal Tax filing of Form 990 or 990-EZ confirming the vendor is exempt from taxation
- 3. On-line Proposal If a registered vendor is responding electronically through the MissouriBUYS System website, in addition to completing the on-line pricing, the registered vendor should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered vendor is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing. Instructions on how a registered vendor responds to a bid on-line are available on the MissouriBUYS System website at: https://missouribuys.mo.gov/bidboard.html
 - a. The exhibits, forms, and Pricing Pages provided herein can be saved into a word processing document, completed by a registered vendor, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Additional instructions for submitting electronic attachments are on the MissouriBUYS System website. Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any electronic attachments.
 - b. In addition, a registered vendor may submit the exhibits, forms, Pricing Pages, etc , through mail or courier service. However, any such submission must be received prior to the specified end date and time
 - c. If a registered vendor submits an electronic and hard copy proposal response and if such responses are not identical, the vendor should explain which response is valid. In the absence of an explanation, the State of Missouri shall consider the response which serves its best interest
- 4. Hard Copy Proposal If the vendor is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the vendor should include completed exhibits, forms, and other information concerning the proposal (including completed Pricing Page(s) with the proposal The vendor is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing
 - a. Recycled Products The State of Missouri recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment Accordingly, the vendor is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding Lengthy proposals may be submitted in a notebook or binder
 - b. The vendor should include five (5) additional copies along with their original proposal, for a total of six (6) The front cover of the original proposal should be labeled "original" and the front cover of all copies (the copy) should be labeled "copy" In case of a discrepancy between the original proposal and the copies, the original proposal shall govern
 - c. In addition, the vendor should provide a password protected copy of their entire proposal, including all attachments, in Microsoft compatible format on a CD(s) or flash drive The vendor should be sure to provide the password so that the State can access the documents The vendor should ensure all media are identical to the vendor's hardcopy original proposal In case of a discrepancy, the original hardcopy proposal document shall govern
- 5. Open Records Pursuant to section 610 021, RSMo, the vendor's proposal shall be considered an open record after a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Division of Purchasing's imaging system
 - a. The scanned information will be available for viewing through the Internet from the Division of Purchasing's Awarded Bid & Contract Document Search system Therefore, the vendor is advised not to include any information in the proposal that the vendor does not want to be viewed by the public, including personal identifying information such as social security numbers
 - 1. The vendor should not submit any client information including, but not limited to, individual names, location addresses, department client numbers (DCNs), dates of birth, and Social Security Number (SSNs)
 - 2. The Division of Purchasing is a governmental body under Missouri Sunshine Law (Chapter 610 RSMo) Section 610 011 RSMo requires that all provisions be "liberally construed and their exceptions strictly construed" to promote the public policy that records are open unless otherwise provided by law Regardless of any claim by a vendor as to material being proprietary and not subject to copying or distribution, or how a vendor characterizes any information provided in its proposal, all material submitted by the vendor in conjunction with the RFP is subject to release after the award of a contract in relation to a request for public records under the Missouri Sunshine Law (see Chapter 610 RSMo) Only information expressly permitted to be closed pursuant to the strictly construed provisions of Missouri's Sunshine Law will be treated as a closed record by the Division of Purchasing and withheld from any public request submitted to the Division of Purchasing after award Vendors should presume information provided to the Division of Purchasing in a proposal will be public following the award of the contract or after rejection of all proposals and made available upon request in accordance with the provisions of state law
 - 3. In no event will the following be considered confidential or exempt from the Missouri Sunshine Law:
- Vendor's entire proposal;
- Vendor's pricing;
- Vendor's proposed method of performance including schedule of events and deliverables;
- Vendor's experience information including customer lists or references; and
- Vendor's product specifications unless specifications disclose scientific and technological innovations in which the owner has a proprietary interest (see section 610 021 RSMo, Paragraph 15)
 - 4. In the event that the vendor does submit information with their proposal that is allowed by the Missouri Sunshine Law to be exempt from public disclosure, such parts of their proposal must be separated and clearly marked as confidential within the vendor's proposal along with an explanation of what qualifies the material to be held as confidential pursuant to the provisions of section 610 021 RSMo The vendor's failure to follow this instruction shall relieve the state of any obligation to preserve the confidentiality of the documents
 - The vendor's sole remedy for the state's denial of any confidentiality request shall be limited to withdrawal and return of their proposal at the vendor's expense
 - 6. Organization To facilitate the evaluation process, the vendor is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The vendor is cautioned that it is the vendor's sole responsibility to submit information related to the evaluation categories and that the State of Missouri is under no obligation to solicit such information if it is not included with the proposal. The vendor's failure to submit such information may cause an adverse impact on the evaluation of the proposal. The organization of the proposal is left to the discretion of the

Print Page 41 of 158

vendor; however the following order is recommended and preferred

- a. The proposal should be page numbered and should have an index and/or table of contents referencing the appropriate page number
- b. The signed page one from the original RFP and all signed amendments should be placed at the beginning of the proposal
- c. Each of the following sections should be titled and all material related to that category should be included therein
 - 1. Vendor Qualification
- Exhibit A Certification Regarding Compliance with Section 188 325, RSMo, regarding performing, inducing, or assisting in the performing or inducting of or referring for an abortion
 - 2. Cost
- · Pricing Pages
- 3. Vendor's Experience and Reliability and Expertise of Personnel
- Exhibit B Vendor Information
- Exhibit C Certification Regarding Exemption from Income Taxation
- Exhibit D Current/Prior Experience
- Exhibit E Expertise of Key Personnel
 - 4. Proposed Method of Performance
- Exhibit F Method of Performance
- Exhibit G Implementation or Readiness Plan
- Exhibit H Client Scenario
 - 5. Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation, Organizations for the Blind and Sheltered Workshop Preference, and/or Missouri Service-Disabled Veteran Business Enterprise Participation
- · Exhibit I-Participation Commitment
- · Exhibit J-Documentation of Intent to Participate
 - 6. Miscellaneous Information
- Exhibit K- Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization and Documentation
- Exhibit L-Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction
- · Exhibit M-Miscellaneous Information
 - 7. Questions Regarding the RFP Except as may be otherwise stated herein, the vendor and the vendor's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc, to the buyer of record indicated on the first page of this RFP. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Vendors and their agents who have questions regarding this matter should contact the buyer.
 - a. The buyer may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-526-9816
 - b. Only those questions which necessitate a change to the RFP will be addressed via an addendum to the RFP Written records of the questions and answers will not be maintained Vendors are advised that any questions received less than ten calendar days prior to the RFP opening date may not be addressed
 - c. The vendor may contact the Office of Equal Opportunity (OEO) regarding MBE/WBE certification or subcontracting with MBE/WBE companies
 - 2. Competitive Negotiation of Proposals The vendor is advised that under the provisions of this Request for Proposal, the Division of Purchasing reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:
 - 1. Negotiations may be conducted in person, in writing, or by telephone
 - 2. Negotiations will only be conducted with potentially acceptable proposals. The Division of Purchasing reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All vendors involved in the negotiation process will be invited to submit a best and final offer.
 - 3. Terms, conditions, prices, methodology, or other features of the vendor's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the vendor may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal
 - 4. The mandatory requirements of the Request for Proposal shall <u>not</u> be negotiable and shall remain unchanged unless the Division of Purchasing determines that a change in such requirements is in the best interest of the State of Missouri
 - 3. Evaluation and Award Process:
 - 1. Evaluation
 - a. After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contracts shall be awarded to the lowest and best proposals

Evaluation Criteria Scoring Category	Maximum Points
Cost	80 points
Vendor's Experience and Reliability and Expertise of Personnel	60 points

Method of Performance	50 points
MBE/WBE Participation	10 points
TOTAL	200 points

- b. Separate evaluations shall be conducted by geographic region, for a total of nine (9) evaluations
- c. After completion of the subjective and objective evaluation, the proposals shall be ranked in lowest and best order, beginning with the proposal receiving the highest combined total of subjective and objective points, including consideration of preference points

2. Award Process -

- a. Total Cost Allocation -
 - 1. The state agency anticipates a total of approximately \$3,225,000 00 to be appropriated for Alternatives to Abortion Program services across all the geographic regions for the period of the effective date of the contract through May 31, 2017 The state agency anticipates, but does not guarantee, the amount of funding to be allocated by geographic region in the following approximate percentages of the total:

Geographic Region	Funding Allocation Approximate Percentage
Geographic Region 1	3 99%
Geographic Region 2	3 40%
Geographic Region 3	20 51%
Geographic Region 4	9 52%
Geographic Region	3 52%
Geographic Region 6	31 79%
Geographic Region 7	17 10%
Geographic Region 8	3 12%
Geographic Region 9	7 05%

- 2. However, the amount of funding awarded for the original contract period for one or more geographic regions may be reduced or increased based upon any funding that has been expended prior to the date of contract award, or based on other circumstances
- b. Top-ranked Vendor, per geographic region: The top-ranked vendor per geographic region shall be awarded a contract for either the Maximum Annual Total Price, as quoted on the Pricing Page, or the maximum percentage of the funding allocation as specified in the following table, whichever is less The percentage of the funding allocation awarded to the top ranked vendor is contingent upon the total number of responsive proposals received and considered for contract award, as specified in the following table:

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	Maximum Percentage of the Funding Allocation for the Top- Ranked Vendor, per Geographic Region
One Proposal	100%
Two Proposals	60%
Three Proposals	40%
Four Proposals	30%
Five or More Proposals	20%

- c. Second-ranked Vendor, per geographic region:
 - The second-ranked vendor, per geographic region shall be awarded a contract based on the vendor's Maximum Annual Total Price and Minimum Annual Total Price, as quoted on the Pricing Page, and the maximum percentage of the funding allocation as specified in the following table. The percentage of the funding allocation awarded for the second-ranked vendor is contingent upon the total number of responsive proposals received and considered for contract award, as specified in the following table:

Maximum
Percentage of
the Funding
Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region
the Secondranked
Vendor, per
Geographic

	Region
Two Proposals	40%
Three Proposals	30%
Four Proposals	23 3% (approximately)
Five or More Proposals	80% divided by the number of proposals received less the top-ranked proposals (Example: Eleven responsive proposals received and considered for contract award less the top ranked proposal equals 8% [80% divided by ten (10)])

- If there are not enough funds remaining to award the second-ranked vendor the vendor's Minimum Annual Total Price required to provide services pursuant to the available funds, the vendor shall not receive a contract award
- d. Next-ranked vendor(s), per geographic region:
 - 1. If funds remain after the award of a contract to the top-ranked vendor and the award/non-award of a contract to the second-ranked vendor, the state shall continue awarding contracts to the next ranking vendors in the manner specified above until the available funding allocations for the geographic region is expended. The percentage of the funding allocation awarded for the next-ranked vendor is contingent upon the total number of responsive proposals received and considered for contract award, as specified in the following table:

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	Maximum Percentage of the Funding Allocation for the Next-ranked Vendor, per Geographic Region
Three Proposals	30%
Four Proposals	23 3% (approximately)
Five or More Proposals	80% divided by the number of proposals received less the top-ranked proposals (Example: Eleven responsive proposals received and considered for contract award less the top ranked proposal equals 8% [80% divided by ten (10)])

- e. If funds remain after each vendor is awarded a contract as specified above, the top-ranked vendor shall be awarded a contract for the vendor's Maximum Annual Total Price, or a portion thereof, contingent upon the amount of the funding allocation remaining. If funds continue to remain after the award of the contract to the top-ranked vendor for the vendor's Maximum Annual Total Price, the state shall continue awarding contracts in the same manner to the second-ranked vendor(s), etc. until the total available funding allocation is expended.
- f. If the total available funding is not awarded, the State of Missouri shall have the right to utilize the remaining funds in a manner in the best interest of the State of Missouri The decision regarding remaining funds rests solely with the State of Missouri
- g. Although the State of Missouri intends to award multiple contracts in each geographic region, the State of Missouri reserves the right to not award lower ranking vendors for reasons based on the overall ranking and/or funding allocation

Paragraph Revised by Addendum #1

h. The Notice of Award will specify the awarded maximum annual total price

Paragraph Deleted by Addendum #1

1. DELETED

Print Page 44 of 158

Paragraph Revised by Addendum #1

i. In the event the contract period is greater/less than a 12-month period (as identified on the Notice of Award), the vendor's awarded Maximum Annual Total Price shall be prorated to a price per month and multiplied by the number of months in the awarded contract period

4. Evaluation of Cost:

1. Pricing - The vendor must provide pricing as required on the Pricing Page

Paragraph Revised by Addendum #1

a. Objective Evaluation of Cost – The total cost points assigned to a vendor shall be the sum of the non-residential services cost points plus the residential care services cost points

Paragraphs Inserted by Addendum #1

- Non-Residential Services The cost evaluation shall be based upon the price per client, per month The maximum cost evaluation points for non-residential services shall be 55 points
- · Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

Lowest Responsive Vendor's Price	Maximum Cost Evaluation points	_Assigned Cost
	(55)	Points

- 2. Residential Care Services The cost evaluation shall be based upon the price per client, per month. The maximum cost evaluation points for residential care services shall be 25 points
- · Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

Lowest Responsive Vendor's Price X (25)	Assigned Cost Points	
Paragraph Deleted by Addendum #1		

b. DELETED

5. Evaluation of Vendor's Experience and Reliability and Expertise of Personnel:

- Experience and reliability of the vendor's organization will be considered subjectively in the evaluation process. Therefore, the vendor is advised to submit
 information concerning the vendor's organization and information documenting the vendor's experience in past performances, especially those
 performances related to the requirements of this RFP. If the vendor is proposing an entity other than the vendor to perform the required services, the
 vendor should also submit the information requested for such proposed subcontractor.
 - a. Vendor Information The vendor should provide information about the vendor's organization on Exhibit B
 - Pursuant to section 208 067 1 (1) RSMo, additional consideration will be given if a vendor is a not-for-profit entity that promotes one (1) or
 more of the four (4) purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity
 Reconciliation Act of 1996 The vendor should complete and return the table referenced in item 5 of Exhibit B to indicate if the vendor is a
 non-for-profit entity that promotes one (1) or more of the four (4) purposes
 - · Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - Encourage the formation and maintenance of two-parent families
 - Pursuant to section 188 325 RSMo, additional consideration will be given if the vendor is an organization "exempt from income taxation
 pursuant to the United States Internal Revenue Code" Such vendors should complete and return the attached certification regarding section
 188 325, RSMo, Exhibit C, with the proposal
 - b. Experience The vendor should provide information related to previous and current services/contracts of the vendor or any proposed subcontractor where performance was similar to the required services of this RFP The information may be shown on Exhibit D or in a similar manner
 - As part of the evaluation process, the State of Missouri may contact the vendor's references, including references not listed or identified within
 the vendor's proposal but who have current or previous experiences with the vendor
 - 2. The vendor shall agree and understand that the State of Missouri is not obligated to contact the vendor's references
- The qualifications of the personnel proposed by the vendor to perform the requirements of this RFP, whether from the vendor's organization or from a proposed subcontractor, will be subjectively evaluated Therefore, the vendor should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel
 - a. Personnel Expertise The vendor should provide the information requested on Exhibit E for each key person, specifically the contract representative and credentialed case managers, proposed to provide the services required herein
 - The information provided should be structured to emphasize relevant qualifications and experience of the personnel in completing contracts/performing services of a similar size and scope to the requirements of this RFP
 - b. Personnel Qualifications If personnel are not yet hired, the vendor should provide detailed descriptions of the required employment qualifications;

Print Page 45 of 158

and detailed job descriptions of the position to be filled, including the type of person proposed to be hired

6. Evaluation of Method of Performance - Proposals will be subjectively evaluated based on the vendor's plan for performing the requirements of the RFP Therefore, the vendor should present information which demonstrates the method or manner in which the vendor proposes to satisfy these requirements and which confirms the vendor's ability to satisfy the requirements The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action

- 1. Description of Proposed Services Exhibit F is provided for the vendor's use in providing information about the proposed method of performance In addition, each paragraph within the Contractual Requirements should be addressed by providing a description of how the vendor proposes to perform or comply with the requirement and otherwise detailing the vendor's understanding and ability to successfully perform the requirement When responding to the appropriate provisions in the Contractual Requirements, the vendor should identify the paragraph or subparagraph number and then provide the additional elaboration describing the vendor's plans for performing or meeting the requirement
- 2. Implementation or Readiness Plan The vendor should complete Exhibit G, or any other format, to describe the proposed schedule for the implementation of the required services beginning from the date of state agency authorization to proceed with services to the day services are fully operational. The vendor should present the information as calendar days following the date of state agency authorization to proceed with services and not actual dates. In the event of overlapping or concurrent tasks, a timeline (PERT, bar, line, etc.) may be used. If the vendor is already providing the services, the vendor should provide a statement of readiness.
- 3. Client Scenario The vendor's proposal will be evaluated based on the vendor's distinctive plan for accomplishing the requirements of the RFP for the scenario presented in Exhibit H Therefore, the vendor should present a description of the vendor's methodology and submit any and all information necessary to demonstrate the vendor's qualifications, capabilities, resources, etc., to perform the requirements of the RFP in accomplishing the scenario outlined on Exhibit H The vendor should provide a total price with a price analysis for the client services identified in the narrative
 - a. The vendor is advised that all information contained in the scenario narrative and the total price analysis will be utilized in the evaluation of the vendor's proposal, including all evaluation criteria specified herein
 - b. The vendor is further advised that although the amount of information presented in the scenario is limited, the vendor should use every effort to prepare a response to the scenario which demonstrates the vendor's capabilities, methodology, and cost for providing client services
 - c. The vendor is advised that the prices of the individual components included in the total price on Exhibit H may be compared with the prices stated on the Pricing Pages The assigned tasks of personnel described in the narrative may be compared with the qualifications of the proposed personnel and utilized in the evaluation in any manner deemed necessary by the State of Missouri

7. Evaluation of Vendor's Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Participation:

- In order for the Division of Purchasing (Purchasing) to meet the provisions of Executive Order 05-30, the vendor should secure participation of certified MBEs and WBEs in providing the products/services required in this RFP The targets of participation recommended by the State of Missouri are 10% MBE and 5% WBE of the total dollar value of the contract
 - a. These targets can be met by a qualified MBE/WBE vendor themselves and/or through the use of qualified subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful opportunities for MBE/WBE participation
 - b. The services performed or the products provided by MBE/WBEs must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by MBE/WBEs is utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - c. In order to be considered as meeting these targets, the MBE/WBEs must be "qualified" by the proposal opening date (date the proposal is due) (See below for a definition of a qualified MBE/WBE)
- 2. The vendor's proposed participation of MBE/WBE firms in meeting the targets of the RFP will be considered in the evaluation process as specified below:
 - a. <u>If Participation Meets Target:</u> Vendors proposing MBE and WBE participation percentages that meet the State of Missouri's target participation percentage of 10% for MBE and 5% for WBE shall be assigned the maximum stated MBE/WBE Participation evaluation points
 - b. <u>If Participation Exceeds Target:</u> Vendors proposing MBE and WBE participation percentages that exceed the State of Missouri's target participation shall be assigned the same MBE/WBE Participation evaluation points as those meeting the State of Missouri's target participation percentages stated above
 - c. <u>If Participation Below Target</u>: Vendors proposing MBE and WBE participation percentages that are lower than the State of Missouri's target participation percentages of 10% for MBE and 5% for WBE shall be assigned a proportionately lower number of the MBE/WBE Participation evaluation points than the maximum MBE/WBE Participation evaluation points
 - d. <u>If No Participation:</u> Vendors failing to propose any commercially useful MBE/WBE participation shall be assigned a score of 0 in this evaluation category
- 3. MBE/WBE Participation evaluation points shall be assigned using the following formula:

Vendor's Proposed MBE $\% \le 10\% + \text{WBE } \% \le 5\%$ X State's Target MBE $\%$ (10) + WBE $\%$ (5)	Maximum MBE/WBE Participation Evaluation points (10)	Ī	Assigned MBE/WBE Participation points
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- 4. If the vendor is proposing MBE/WBE participation, in order to receive evaluation consideration for MBE/WBE participation, the vendor <u>must</u> provide the following information with the proposal
 - a. Participation Commitment If the vendor is proposing MBE/WBE participation, the vendor must complete Exhibit I, Participation Commitment, by listing each proposed MBE and WBE, the committed percentage of participation for each MBE and WBE, and the commercially useful products/services to be provided by the listed MBE and WBE If the vendor submitting the proposal is a qualified MBE and/or WBE, the vendor must include the vendor in the appropriate table on the Participation Commitment Form
 - b. Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each MBE and WBE proposed or must provide a letter of intent signed and dated no

Print Page 46 of 158

earlier than the RFP issuance date by each MBE and WBE proposed which: (1) must describe the products/services the MBE/WBE will provide and (2) should include evidence that the MBE/WBE is qualified, as defined herein (i e, the MBE/WBE Certification Number or a copy of MBE/WBE certificate issued by the Missouri OEO) If the vendor submitting the proposal is a qualified MBE and/or WBE, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent

- 5. Commitment If the vendor's proposal is awarded, the percentage level of MBE/WBE participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- 6. Definition -- Qualified MBE/WBE:
 - a. In order to be considered a qualified MBE or WBE for purposes of this RFP, the MBE/WBE must be certified by the State of Missouri, Office of Administration, Office of Equal Opportunity (OEO) by the proposal opening date
 - b. MBE or WBE means a business that is a sole proprietorship, partnership, joint venture, or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it
 - c. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts, and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration, Washington, D C
- 7. Resources A listing of several resources that are available to assist vendors in their efforts to identify and secure the participation of qualified MBEs and WBEs is available at the website shown below or by contacting the Office of Equal Opportunity (OEO) at:

Office of Administration, Office of Equal Opportunity (OEO)
Harry S Truman Bldg, Room 630, P O Box 809, Jefferson City, MO 65102-0809
Phone: (877) 259-2963 or (573) 751-8130
Fax: (573) 522-8078
Web site: http://oeo mo gov

8. Miscellaneous Submittal Information:

- 1. Organizations for the Blind and Sheltered Workshop Preference Pursuant to section 34 165, RSMo, and 1 CSR 40-1 050, a ten (10) bonus point preference shall be granted to vendors including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for the blind established pursuant to 41 U S C sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178 920, RSMo
 - a. In order to qualify for the ten bonus points, the following conditions must be met and the following evidence must be provided:
 - 1. The vendor must either be an organization for the blind or sheltered workshop or must be proposing to utilize an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million
 - 2. The services performed or the products provided by an organization for the blind or sheltered workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract Therefore, if the services performed or the products provided by the organization for the blind or sheltered workshop is utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - 3. If the vendor is proposing participation by an organization for the blind or sheltered workshop, in order to receive evaluation consideration for participation by the organization for the blind or sheltered workshop, the vendor must provide the following information with the proposal:
 - Participation Commitment The vendor must complete Exhibit I, Participation Commitment, by identifying the organization for the blind or sheltered workshop and the commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop. If the vendor submitting the proposal is an organization for the blind or sheltered workshop, the vendor must be listed in the appropriate table on the Participation Commitment Form
 - Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by the organization for the blind or sheltered workshop proposed or must provide a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the organization for the blind or sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide and (2) should include evidence of the organization for the blind/sheltered workshop qualifications (e g copy of certificate or Certificate Number for Missouri Sheltered Workshop)

NOTE: If the vendor submitting the proposal is an organization for the blind or sheltered workshop, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

b. A list of Missouri sheltered workshops can be found at the following internet address:

http://dese mo gov/special-education/sheltered-workshops/directories

c. The websites for the Missouri Lighthouse for the Blind and the Alphapointe Association for the Blind can be found at the following internet addresses:

> http://www.lhbindustries.com http://www.alphapointe.org

- d. Commitment If the vendor's proposal is awarded, the organization for the blind or sheltered workshop participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- Service-Disabled Veteran Business Enterprises (SDVEs) Pursuant to section 34 074, RSMo, and 1 CSR 40-1 050, the Division of Purchasing
 (Purchasing) has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran
 business enterprises (SDVEs) A three (3) point bonus preference shall be granted to vendors including products and/or services manufactured, produced or
 assembled by a qualified SDVE

Print Page 47 of 158

- a. In order to qualify for the three bonus points, the following conditions must be met and the following evidence must be provided:
 - 1. The vendor must either be an SDVE or must be proposing to utilize an SDVE as a subcontractor and/or supplier that provides at least three percent (3%) of the total contract value
 - 2. The services performed or the products provided by the SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract Therefore, if the services performed or the products provided by the SDVE are utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - 3. In order to receive evaluation consideration for participation by an SDVE, the vendor <u>must</u> provide the following information with the proposal:
 - Participation Commitment The vendor must complete Exhibit I, Participation Commitment, by identifying each proposed SDVE, the committed percentage of participation for each SDVE, and the commercially useful products/services to be provided by the listed SDVE If the vendor submitting the proposal is a qualified SDVE, the vendor must be listed in the appropriate table on the Participation Commitment Form
 - Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by the SDVE or a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the SDVE which: (1) must describe the products/services the SDVE will provide and (2) must include the SDV Documents described below as evidence that the SDVE is qualified, as defined herein
- Service-Disabled Veteran (SDV) Documents If a participating organization is an SDVE, unless previously submitted within the past five (5) years to the Purchasing, the vendor <u>must</u> provide the following Service-Disabled Veteran (SDV) documents:
- a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty); and
- a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs

NOTE:

- a. If the vendor submitting the proposal is a qualified SDVE, the vendor must include the SDV Documents as evidence that the vendor qualifies as an SDVE However, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent
- b. If the SDVE and SDV are listed on the following internet address, the vendor is not required to provide the SDV Documents listed above

http://content oa mo gov/sites/default/files/sdvelisting pdf

- b. Commitment If awarded a contract, the SDVE participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- c. Definition Qualified SDVE:
 - 1. SDVE is doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an office of a registered agent;
 - 2. SDVE has not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs;
 - 3. SDVE has the management and daily business operations controlled by one (1) or more SDVs;
 - 4. SDVE has a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), and a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
 - 5. SDVE possesses the power to make day-to-day as well as major decisions on matters of management, policy, and operation
- 3. Affidavit of Work Authorization and Documentation Pursuant to section 285 530, RSMo, if the vendor meets the section 285 525, RSMo, definition of a "business entity" (http://www.moga.mo.gov/statutes/C200-299/2850000525 HTMD), the vendor must affirm the vendor's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The vendor should complete applicable portions of Exhibit K, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Exhibit K must be submitted prior to an award of a contract.
- 4. Debarment Certification The vendor certifies by signing the signature page of this original document and any addendum signature page(s) that the vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. The vendor should complete and return the attached certification regarding debarment, etc., Exhibit L with the proposal. This document must be satisfactorily completed prior to award of the contract.
- 5. The vendor should complete and submit Exhibit M, Miscellaneous Information
- 6. Business Compliance The vendor must be in compliance with the laws regarding conducting business in the State of Missouri The vendor certifies by signing the signature page of this original document and any addendum signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by the Division of Purchasing. The compliance to conduct business in the state shall include, but not necessarily be limited to:
 - a. Registration of business name (if applicable) with the Secretary of State at http://sos mo gov/business/startBusiness asp
 - b. Certificate of authority to transact business/certificate of good standing (if applicable)
 - c. Taxes (e g , city/county/state/federal)

Print Page 48 of 158

- d. State and local certifications (e g , professions/occupations/activities)
- e. Licenses and permits (e g, city/county license, sales permits)
- f. Insurance (e g , worker's compensation/unemployment compensation)

The vendor should refer to the Missouri Business Portal at http://business mo gov for additional information

Pricing Page Revised by Addendum #1

4. PRICING PAGE

 Alternatives to Abortion Program Services – Complete the following table for each geographic region proposed All costs associated with providing the required services shall be included in the stated price(s) (UNSPSC Code: 85101703)

Paragraph Revised by Addendum #1

1. Maximum Annual Total Price - The vendor shall provide a maximum annual total price (price to provide services for twelve [12] months) for the provision of the Alternatives to Abortion Program Services in accordance with the provisions and requirements of this RFP

Paragraph Revised by Addendum #1

2. Minimum Annual Total Price Required to Provide Services- The vendor should state the minimum annual total price required to provide services and for which the vendor must be awarded in order to accept an award. In the event a minimum is not specified, it shall be assumed a minimum does not apply

Paragraph Deleted by Addendum #1

3. DELETED

Paragraph Inserted by Addendum #1 and subsequent paragraphs renumbered accordingly

4. Non-Residential Services, Price Per Client Per Month – The vendor shall provide a price per client, per month for providing all services to clients in a non-residential setting, including assistance provided for emergency shelter housing/housing in accordance with the provisions and requirements herein

Paragraph Inserted by Addendum #1

- 5. Residential Care Services, Price Per Client, Per Month The vendor shall provide a price per client, per month for providing all services within a residential care setting in accordance with the provisions and requirements herein
- 6. The vendor should review the Award Process (section 3 3 2 of the RFP) herein for further information regarding awards
- 7. When calculating prices to propose, the vendor should be aware of the possibility that the state agency may not receive any additional appropriated funds during the life of the contract (potential original contract period plus three (3) one year renewals) If the state agency is allocated additional funds, there may be an opportunity for an increase to the total annual award price; refer to the Renewal Periods requirements, paragraph 2 12 3, herein

PRICING PAGE, continued

Pricing Ta	able Revised	by Addendum #1			
Line Item	Geographic Region	Annual Lotal	Minimum Annual Total Price Required to Provide Services (based upon a 12- month period)	Non-Residential Services, Price Per Client, Per Month	Residential Care Services, Price Per Client, Per Month
1	1	s	\$	s	\$
2	2	s	\$	s	\$
3	3	s	s	s	\$
4	4	s	\$	s	\$
5	5	s	\$	s	\$
6	6	s	\$	s	\$
7	7	s	\$	s	s
8	8	s	s	s	s
9	9	s	\$	s	\$

EXHIBIT A

CERTIFICATION REGARDING COMPLIANCE WITH SECTION 188.325, RSMO

Page 49 of 158 Print

Regarding performing, inducing, or assisting in the performing or inducing of or referring for abortions

The vendor certifies, by submission of the proposal and by signing below, that the vendor is not an organization, or an affiliate of organizations, that "perform or induce," assist in the performing or inducing of or refer for abortions"

Name and Title of Au	thorized Representative	
Signature	Date	

EXHIBIT B

VENDOR INFORMATION

The vendor should provide the following information about the vendor's organization:

- 1. Provide a brief company history, including the founding date and number of years in business as currently constituted.
- 2. Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.
- 3. Provide a list of and a short summary of information regarding the vendor's current contracts for similar services.
- 4. List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.
- 5. In the table below, indicate if the vendor is a not-for-profit entity that promotes one or more of the following four (4) purposes established by Congress under 42 U.S.C. Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. If a not-for-profit entity, describe past experience relative to the four (4) purposes.

Not-for-profit entity that promotes one or more of the following (4) pu	rposes: YES	NO
Purposes Identify specific information about experience:	Clearly identify describe experience	and
Providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives	•	
Ending the dependence of needy parents on government benefits by promoting job preparation, work, and marriage		
Preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies		Ī
Encouraging the formation and maintenance of two-parent families		

- 6. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.
- 7. Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.

EXHIBIT c

CERTIFICATION REGARDING EXEMPTION FROM INCOME TAXATION

The vendor certifies, by submission of the proposal and by signing below, that the vendor is "exempt from income taxation pursuant to the United States Internal Revenue

Name and Tit	le of Authorized Re	presentative
Signature		Date

CURRENT/PRIOR EXPERIENCE

The vendor should copy and complete this form documenting the vendor and any subcontractor's current/prior experience considered relevant to the services required herein In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may

not be considered	
Vendor Name or Subcontractor Name:	
(if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Service/Contract:	
If service/contract has terminated, specify reason:	
Size of Service such as:	

Print Page 50 of 158

Number of Individuals Being Served	
Total Annual Value-Volume	
Size of Service/Contract (in terms of vendor's total amount of business)	
Description of Services Performed, such as:	
Population Served	
Type of Services Performed	
Geographic Area Served	
Vendor s specific duties and strategic objective	
Personnel Assigned to Service/Contract (include position title):	

EXHIBIT E EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed Identify the geographic region(s) the proposed key personnel will provide service in)

Title of Position: Contract Representative Geographic Region(s):	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to vendor If employee, # of years If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months	
Previous employer(s), positions, and dates	
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
Early childhood development	
Family/marital counseling	
Social work	
Case management	
Program administration	

EXHIBIT E, continued

	LAHIDIT L, Continued		
Fitle of Position: Credentialed Case Manager Geographic Region(s):			
Name of Person:			
Educational Degree (s): include college or university, major, and dates			
License(s)/Certification(s), #(s), expiration date(s), if applicable:			
Specialized Training Completed			
# of years' experience in area of service proposed to provide:			
Describe person's relationship to vendor If employee, # of years If subcontractor, describe other/past working relationships			
Describe this person's responsibilities over the past 12 months			
Previous employer(s), positions, and dates			
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience		
Early childhood development	Y I		
Family/marital counseling			
Social work			
Case management			
Program administration			

Exhibit Revised by Addendum #1

EXHIBIT F METHOD OF PERFORMANCE

The vendor should present a written plan for performing the requirements specified in this Request for Proposal In presenting such information, the vendor should specifically address each of the following issues:

1. For each geographic region proposed, identify the service location as well as any satellite locations. Describe the geographic proximity of the services being proposed to the majority of clients to be served. Describe how women initially access services and locate the service location/satellite location.

Print Page 51 of 158

GEOGRAPHIC REGION ____ (Identify the geographic region. If proposing multiple geographic regions, copy and complete this table for each geographic region proposed.) Identify the service location: Identify the satellite location(s) Describe the geographic proximity of the services being proposed to the majority of the clients served. Describe how women initially access service and locate the service location/satellite location.

2. For each geographic region proposed, describe the demographic profile of the at-risk population to be served. Describe outreach strategies for reaching the targeted at-risk population(s), including strategies for addressing the cultural diversity of targeted clients

GEOGRAPHIC REGION _

(Identify the geographic region. If proposing multiple geographic regions,

copy and complete this table for each geographic region proposed.)

Describe the demographic profile of the at-risk population to be served.

Describe outreach strategies for reaching the targeted population.

3. For each geographic region proposed, describe the marketing of services.

Item Revised by Addendum #1

4. For each geographic region proposed, identify the site where the Initial Client Intake Assessment will be conducted. Describe how client eligibility will be determined.

GEOGRAPHIC REGION

(Identify the geographic region. If proposing multiple geographic regions,

copy and complete this table for each geographic region proposed.)

Identify the site where the Initial Client Intake Assessment will be conducted:

Describe how client eligibility will be determined.

5. For each geographic region proposed, provide a detailed description of the case management process. Identify the hours of service, including emergency coverage outside of business hours and weekends.

Item Revised by Addendum #1

- 6. For each geographic region proposed, provide a preliminary list and description of all prenatal and parenting education courses provided by your organization. Indicate the source of the course material taught in each class and identify where each of the required educational components identified in paragraph 2.3.1 c. of the RFP are covered.
- 7. For each geographic region proposed, describe each of the services specified in section 2.3.2 of the RFP. Explain the service delivery system including any referral network and referral plan. Describe the cultural competency of providers.
- 8. For each geographic region proposed, describe how your proposed program will provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
- 9. For each geographic region proposed, describe how your proposed program will help to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- 10. For each geographic region proposed, describe how your proposed program will reduce the incidence of future out-of-wedlock pregnancies. Include your program's annual numerical goals for preventing and reducing the incidence of these pregnancies.
- 11. For each geographic region proposed, describe how your proposed program will encourage the formation and maintenance of two-parent families.
- 12. Organizational Chart The vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel.
 - The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization
- 13. Along with a detailed organizational chart, the vendor should describe the following:
 - · How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance
 - Total Personnel Resources The vendor should provide information that documents the depth of resources to ensure completion of all requirements on time and on
 target. If the vendor has other ongoing contracts that also require personnel resources, the vendor should document how sufficient resources will be provided to the
 State of Missouri.
- 14. Economic Impact to Missouri The vendor should describe the economic advantages that will be realized as a result of the vendor performing the required services. The vendor should respond to the following:
 - Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products

- · Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations
- Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing, warehouse; other), including Missouri employee statistics

Item Inserted by	Addendum #1		

15. For each geographic region proposed, the vendor should indicate the estimated number of clients the vendor anticipates serving annually for non-residential services and residential care services.

GEOGRAPHIC REGION	ESTIMATED ANNUAL NUMBER OF NON- RESIDENTIAL CLIENTS TO BE SERVED	ESTIMATED ANNUAL NUMBER OF RESIDENTIAL CARE CLIENTS TO BE SERVED
1		
2		
3		
4		
5		
6		
7		
8		
9		

EXHIBIT G IMPLEMENTATION OR READINESS PLAN

Implementation or Readiness Plan - The vendor should sequentially list and briefly describe the tasks or events proposed for the implementation of the required services. If no tasks or events are required, the vendor should provide a statement of readiness. For each task/event identified, the vendor should identify the number of days required to complete the task/event, the personnel proposed to perform the task/event, and the number of work hours for each person.

- Completion Day should be specified as a certain number of days from state agency authorization to proceed with services until completion of the specific task and should be expressed as calendar days, not specific dates
- · Assigned Personnel should be identified by name rather than project title unless such personnel are yet to be hired
- · Workhours should indicate that time each assigned person will spend on the specific task

Task or Event	Completion Day	Assigned Personnel	Work- hours
Begin with the day the state agency authorizes the contractor to proceed with contract services	1	N/A	N/A

EXHIBIT H CLIENT SCENARIO

The vendor should present a written narrative which demonstrates the method or manner in which the vendor proposes to satisfy the requirements of the Request for Proposal to conduct Alternatives to Abortion Program services for the client scenario described below. The vendor should provide a total price with a price analysis for the client services identified in the narrative.

Jessica Smith has recently graduated from high school. She wants to pursue a career as a high school English teacher. She has applied and been accepted as an incoming freshman at a local college.

Jessica has just learned that she is six weeks pregnant. She does not currently have a job, and her boyfriend, also a recent high school graduate, is also unemployed. They are both 18 years of age and had planned to get an apartment together. Neither one of them has monetary support from their families.

Jessica currently lives 15 miles from the contractor's service location, but does not have a vehicle. If she continues with her higher education plans at the local college, she will be 30 miles away from the local college. She has contacted your organization and is unsure of her decision to parent or adopt.

Narrative:

T-4-1	(i4ii-)
Total price:	(provide a price analysis)

Print Page 53 of 158

EXHIBIT I

PARTICIPATION COMMITMENT

Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) Participation Commitment – If the vendor is committing to participation by or if the vendor is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the vendor must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the vendor's proposal

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the vendor must either (1) enter the participation percentage under MBE or WBE, or must (2) divide the participation between both MBE and WBE If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below Instead, divide the total participation as proportionately appropriate between the tables below

Place a check in the appropriate box below for the region proposed. There should only be <u>ONE</u> box checked. If proposing multiple geographic regions, copy and complete this Participation Commitment Exhibit for each proposed geographic region.

	(Geographic Re	gion	
☐ Region 1	Region 2	Region 3	☐ Region 4	☐ Region 5
□ Region 6	Region 7	Region 8	☐ Region 9	
MBE Participation (ommitment Table			
(The services performed of the delivery of the contract shall be performed/provide	tually-required service/pr	oduct in a manner	that will constitute an add	lly useful function related to led value to the contract and
Name of Each Qualified Minority Business Enterprise (MBE) Proposed	Committed Percentage of Participation for Each MBE (% of the Actual Tot Contract Value)	Listed MBI The vendor from the RF is propose	E should also include t P which requires the d to perform and des	es to be Provided by the paragraph number(s) product/service the MBE cribe how the proposed ided value and will be contract.
1	%		e(s) proposed:	
	1.4	RFP Paragrap		
2	%		e(s) proposed:	
		RFP Paragrap		
3	%		ce(s) proposed:	
	1	RFP Paragrap		
4	%		ce(s) proposed:	
Total MBE Percentage:	%	RFP Paragrap	n references:	

EXHIBIT I, continued

WBE Participation C	ommitment Table			
the delivery of the contract	the products provided by t ually-required service/prod d exclusive to the performa	he listed WBE must provide a commercially useful function related to uct in a manner that will constitute an added value to the contract and unce of the contract)		
Name of Each Qualified Women Business Enterprise (WBE) proposed	Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value) Description of Products/Services to be Provide Listed WBE The vendor should also include the paragraph in from the RFP which requires the product/service is proposed to perform and describe how the piproduct/service constitutes added value and vertically service to the contract.			
1	%	Product/Service(s) proposed:		
1	76	RFP Paragraph References:		
2	%	Product/Service(s) proposed:		
	, ,	RFP Paragraph References:		
3	%	Product/Service(s) proposed:		
	70	RFP Paragraph References:		
4	%	Product/Service(s) proposed:		
•		RFP Paragraph References:		
Total WBE Percentage:				
Organization for the	Blind/Sheltered Worl	kshop Commitment Table		
	le, the vendor commits	s to the use of the organization at the greater of \$5,000 or		
commercially useful functi	on related to the delivery of	he listed Organization for the Blind/Sheltered Workshop must provide a f the contractually-required service/product in a manner that will performed/provided exclusive to the performance of the contract)		
	Description of P	roducts/Services to be Provided by Listed Organization		
Name of Organizatio for the Blind or Sheltered Workshop Proposed	The vendor sho which requires t workshop is	eltered Workshop ould also include the paragraph number(s) from the RFP whe product/service the organization for the blind/sheltered s proposed to perform and describe how the proposed onstitutes added value and will be exclusive to the contract.		
1	Product/Service(s) pr			
1	RFP Paragraph Refer	RFP Paragraph References:		

Print Page 54 of 158

2	Product/Service(s) proposed:
2	RFP Paragraph References:

EXHIBIT I, continued

SDVE Participation Con	nmitment Table	
	v-required service/product	listed SDVE must provide a commercially useful function related to tin a manner that will constitute an added value to the contract and e of the contract)
Service-Disabled Veteran Business	Committed Percentage of Participation for Each SDVE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed SDVE The vendor should also include the paragraph number (s) from the RFP which requires the product/service the SDVE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.
1	%	Product/Service(s) proposed:
1	70	RFP Paragraph References:
2	0/	Product/Service(s) proposed:
2	%	RFP Paragraph References:
Total SDVE Percentage:	%	

EXHIBIT J
DOCUMENTATION OF INTENT TO PARTICIPATE

If the vendor is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the vendor must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the vendor's proposal

Place a check in the appropriate box below for the region proposed. There should only be ONE box checked. If proposing multiple geographic regions, copy and complete this Documentation of Intent to Participate form for each proposed geographic region.

□ Region 1	□ Region 2	□ Region 3	□ Region 4	☐ Region 5
☐ Region 6	□ Region 7	☐ Region 8	□ Region 9	
			~ Copy This Form For	Each Organization P
Vendor Name:				
			his Section To Be Comple	
			amed participating organization to provide	s the products/services identi
	iate business classific		To: 1. 1777 1 1	Lleny
MBE WB	E Organization i	for the Blind	Sheltered Worksho	op SDV
Name of Organia	zation:			
(Name of MBE, WI	BE, Organization for the I	Blind, Sheltered Work	shop, or SDVE)	
Contact Name:			Email:	
Address (If SDVI	E, provide MO Address):		Phone #:	
City:			Fax #:	
State/Zip:			Certification #	
SDVE's Website Address:	e		Certification Expiration Date:	(or attach copy of certification)
Service-Disable	d Veteran's (SDV) Na	ame:	SDV's Signature:	
Please Print)				

	Authorized Signature:
Authorized Signature of Participating Organization (MRF, WRF, Organization for the Blind, Sheltered Workshop, or SDVF)	Date (Dated no earlier than the RFP issuance date)

EXHIBIT J, continued DOCUMENTATION OF INTENT TO PARTICIPATE SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE (SDVE)

If a participating organization is an SDVE, unless the Service-Disabled Veteran (SDV) documents were previously submitted within the past five (5) years to the Division of Purchasing (Purchasing), the vendor <u>must</u> provide the following SDV documents:

- . a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), AND
- · a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs

(NOTE: The SDV's award letter, the SDV's discharge paper, and the SDV's documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610 021, RSMo)

The vendor should check the appropriate statement below and, if applicable, provide the requested information

- · No, I have not previously submitted the SDV documents specified above to the Purchasing and therefore have enclosed the SDV documents
- · Yes, I previously submitted the SDV documents specified above within the past five (5) years to the Purchasing

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Print Page 55 of 158

D. CDVID		
Date SDV Documents were Submitted: Previous Proposal/Contract Number for Which the SDV Docu	ments were Submitted:	
(if applicable and known)		
	past five [5] years However, if it ha	o://content oa mo gov/sites/default/files/sdvelisting pdf, then the SDV is been determined that an SDVE at any time no longer meets the increase.
FOR STATE USE ONLY		ĺ
SDV Documents - Verification Completed By:		
Buyer	Date	
PUCINESS ENTITY	<u>EXHIBIT K</u> Y CERTIFICATION, ENROLLMEN	T DOCUMENTATION
	AFFIDAVIT OF WORK AUTHOR	
BUSINESS ENTITY CERTIFICATION:		
The vendor must certify their current business status by com		C on this Exhibit.
BOX A: To be completed by a non-business entity as defined be		marketining to the federal week authorization assume a described at h
		pertaining to the federal work authorization program as described at <u>h</u> e with a Missouri state agency including Division of Purchasing
Business entity, as defined in section 285 525, RSMo, pertaining to section 2	285 530, RSMo, is any person or group of person	ons performing or engaging in any activity, enterprise, profession, or occupation for
entity" shall include any business entity that possesses a business permit, lice	ense, or tax certificate issued by the state, any b	ials, partnerships, corporations, contractors, and subcontractors. The term "business usiness entity that is exempt by law from obtaining such a business permit, and any
sellers as defined in subdivision (17) of subsection 12 of section 288 034, RSI	Mo	elf-employed individual with no employees or entities utilizing the services of direct
Note: Regarding governmental entities, business entity includes Missouri sch political subdivisions. A business entity does not include Missouri state agenc		in Box C), out of state agencies, out of state schools, out of state universities, and
BOX A – CURRENTLY NOT A BUSINESS ENTITY	les and lederal government entitles	1
	Name) DOES NOT CURRENTLY	1
MEET the definition of a business entity, as defined in section 2		
285 530, RSMo as stated above, because: (check the applicable		
 I am a self-employed individual with no employees; OR The company that I represent employs the services of direct se 	Here as defined in subdivision (17) of	
subsection 12 of section 288 034, RSMo	iers as defined in subdivision (17) or	
I certify that I am not an alien unlawfully present in the United S		
(Company/Individual Name) is awarded a contract for the service		
(RFP Number) and if the business status changes become a business entity as defined in section 285 525, RSMo p		
then, prior to the performance of any services as a business entit	y,	
(Company/Individual Name) agrees to complete Box B, comply		
and provide the Division of Purchasing with all documentation r	equired in Box B of this exhibit	1
Authorized Pensecentative's Name (Place Brist)	and Panyasantatina's Signatura	1
Authorized Representative's Name (Please Print) Authori	zed Representative's Signature	1
Company Name (if applicable) Date		
Company Name (11 applicable)		
	EXHIBIT K, continued	
		of Work Authorization already on file with the State of Missouri. If
completing Box B, do not complete Box C.)		
BOX B - CURRENT BUSINESS ENTITY STATUS	NETTO 4 1 C 22 C 1	
I certify that (Business Entity Name) entity as defined in section 285 525. RSMo pertaining to section	MEETS the definition of a business	
Thirty as defined in section 205 525, resisto pertaining to section	11	
Authorized Business Entity Representative's Name (Please	Authorized Business Entity	i
Print)	Representative's Signature	
Business Entity Name	Date	1
		1
E-Mail Address		1
As a business entity, the vendor must perform/provide each of the	e following The vendor should check	
each to verify completion/submission of all of the following:		
- Enroll and participate in the E-Verify federal work authorization		
(Website: http://www.uscis.gov/e-verify , Phone: 888-464-4218; to the employees hired after enrollment in the program who are		
the services required herein;	roposed to work in connection with	
AND		
 Provide documentation affirming said company's/individual's Verify federal work authorization program Documentation shall 		
Employment Eligibility Verification page listing the vendor's na		
the E-Verify Memorandum of Understanding (MOU) listing the		
page completed and signed, at minimum, by the vendor and the		
Verification Division If the signature page of the MOU lists the no additional pages of the MOU must be submitted;	vendor's name and company ID, then	
additional pages of the MOO must be submitted, AND		
- Submit a completed, notarized Affidavit of Work Authorization	n provided on the next page of this	
Exhibit		

EXHIBIT K, continued

AFFIDAVIT OF WORK AUTHORIZATION:

Print Page 56 of 158

(Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect on the program with subsection 2 of section 285 530, RSMo I also affirm that (Business Entity Name) does not and to knowingly employ a person who is an unauthorized alien in connection with the contracted under the contract(s) for the duration of the contract of the duration of knowingly employ a person who is an unauthorized alien in connection with the contracted under the contract(s) for the duration of the contract(s) warded (Interest that the contract of the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penals revised under section 575.040, RSMo.) Authorized Raprasantative's Signature	The vendor who meets the section 285 525, R				
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Title Date E-Mail Address E-Verify Company ID Number Iam DATE Iam DATE DA	warded in Affirmation thereof, the facts stated above	e are true and corre	ect. (The undersigned under	rstands that false star	tements made in this filing are subject to the penalti-
Title Date E-Mail Address	provided under section 575.040, RSMo.)				
Title Date E-Mail Address					
E-Mail Address E-Verify Company ID Number	Authorized Representative's Signature	Printed Name			
E-Mail Address E-Verify Company ID Number					
E-Mail Address E-Verify Company ID Number					
subscribed and sworn to be fore me this OMAY (MONT) (XPAR) OMAIN (MONT) (XPAR) OMAIN (MONT) (XPAR) OMAIN (MONT) (XPAR) OMAIN (MONT) (MONT) And my commission expires on (NAME OF STATE) (DATE) Complete the following if you have the E-Verify documentation and a current Affidiavit of Work Authorization already on file with the State of Missouri. If complete low C, do not complete Box E, b SOX C — AFIDANTI ON FILE — CURRENT BUSINESS ENTITY STATUS Lentify that (Business Entity Name) MEETS the defination of a business SRM on and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employes historiate agency or public university that affirms enrollment and participation in the E-Verify deferal work authorization program. The documentation that was previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify deferal work authorization program. The documentation that was previously provided included the following • The E-Verify Employment Eligibility Verification page OR a page from the E-Verify deferal work authorization and the MOU signature page completed and signed by the vendor and the Department of Homeland Security — Verification Division • A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months) Name of Missouri State Agency or Public University* to Which Previous E-Verify Documentation Submitted: (Priblic University what the State of Which Previous E-Verify Documentation Submitted: (In the State Agency or Public University of Which Previous E-Verify Documentation Submitted: (In the State Agency or Public University of Which Previous E-Verify Documentation Submitted: (In the State Agency or Public University of Which Previous	Title	Date			
(DAY) (MONTH, YEAR) man and my commissioned as a notary public within the County of	E-Mail Address	E-Verify Comp	pany ID Number		
ommissioned as a notary public within the County of	Subscribed and sworn to before me this	of	I am		
NAME OF STATE (DATE) Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If complete law C, do not complete Bax B. BOX C - AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS (certify that		ounty of	State of		
Signature of Notary Date Date		, unity 01	, ounc or		
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			EXHIBIT L	_	

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98 510, Participants' responsibilities The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211)

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Page 57 of 158 Print

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

Company Name	DUNS # (if known)
Authorized Representative's Printed Name	Authorized Representative's Title
Authorized Representative's Signature	Date

Instructions for Certification

- . By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- 3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its
- 4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those
- 5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- 6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered tran unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarrment.

EXHIBIT M MISCELLANEOUS INFORMATION

Outside United States:

If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor MUST disclose such fact and

Are any of the vendor's proposed products and/or services being manufactured or performed at sites outside the United States	s? Yes _	No_
f YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of executive Order 04-09? (see the following web link: http://sl sos mo_gov/CMSImages/Library/Reference/Orders/2004/eo04_009_pdf)	Yes_	No
f YES, mark the appropriate exemption below, and provide the requested details:		
• EXPLAIN:		
Foreign firm hired to market Missouri services/products to a foreign country		
Identify foreign country:		
Economic cost factor exists		
Economic cost factor exists • EXPLAIN:		
	of contrac	t work
EXPLAIN:		

Employee/Conflict of Interest:

Vendors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, n Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:

If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:

Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:

EXHIBIT M, continued

Registration of Business Name (if applicable) with the Missouri Secretary of State:

The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351 572, RSMo, identify the specific section of 351 572 RSMo, which supports the exemption

Charter Number (if applicable)	Company Name

10/18/2017

Print Page 58 of 158

If exempt from registering with the Missouri Secretary of State pursuant to section 351 572 RSMo, identify the section of 351 572 to support the exemption:

STATE OF MISSOURI DIVISION OF PURCHASING TERMS AND CONDITIONS -- REQUEST FOR PROPOSAL

1. TERMINOLOGY/DEFINITIONS

- Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any addendum thereto, the definition or meaning described below shall apply.

 Agency and/or State Agency means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the Division of Purchasing (Purchasing). The agency is also responsible for payment. cv and/or State Agency means the statutory unit of state gover ndum means a written, official modification to an RFP.

- b. Addengum means a written, official modification to an RFP.

 Amendment means a written, official modification to a contract.

 Attachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.

 Promosal End Date and Time and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.

 Yendor means the supplier, offeror, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.

 Buver means the proncurement staff member of Purchasing. The Contract Persons are referenced herein is usually the Buyer.

 Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement or equipment, supplies, and/or services.

 Contractor means a supplier, offeror, person, or organization who is a successful vendor as a result of an RFP and when the services are required in the RFP document.

 Contractor means a supplier, offeror, person, or organization who is a successful vendor as a result of an RFP and when the services are required in the RFP document.

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 Contractor means a supplier, offeror, person, or organization who is a successful vendor as a result of an RFP and when the services are required in the RFP document.

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- Exhibits, Attachments, and Audenoums inereto.

 1. May means that a certain feature, component, or action is permissible, but not required.

 m. Must means that a certain feature, component, or action is a mandatory condition.

 n. Pricing Page(s) applies to the form(s) on which the vendor must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the vendor with the sealed proposal prior to the specified
- reposal end date and time.

 RSMo (Revised Statutes of Missouri) refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of Purchasing.

 Should means that a certain feature, component and/or action is desirable but not mandatory.

q. Should means that a certain feature, component and/or action is or 2. APPLICABLE LAWS AND REGULATIONS

- 2. AFF IN ABULE LAWS 3. THE AND REGULATIONS
 a. The contract contract of the extent that a provision of che contract to the extent that the same may be applicable.
 b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and purchasing.
 c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
 d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
 e. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contracts shall be in the Circuit Country Missouri.
 f. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

a. It shall be the vendor s responsibility to ask questions, request changes or clarification, or otherwise advise purchasing if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadverently restrict or another contact. Such e-mail, fax, or phone communication should be received at least ten calendar days prior to the official proposal end date.

b. Every attempt shall be made to ensure that the vendor receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all vendors will be advised, via the issuance of an addendum to the RFP, of any relevant or pertinent information related to the procurement. Therefore, vendors are advised that unless specified elsewhere in the RFP, any questions received less than ten calendar days prior to the RFP end date may not be answered.

c. Vendors are cautioned that the only official position of the State of Missouri is that which is issued by Purchasing in the RFP or an addendum thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

c. Vendors are cautioned that the only official position of the State of Missouri attractive the oral programment activities to detect any possibility of deliberate restraint of competition, collaborate action.

c. The RFP is a valiable for viewing and downloading on the MissouriBUYS Statewide eProcurement System to official prostructive or the responsibility of deliberate devices of the proposal opportunities that match the commodity codes for which the vendor registered vendors are electronically notified of those proposal opportunities that match the commodity codes for which the vendor registered in MissouriBUYS. If a registered vendor as e-mail address is incorrect, the vendor must update the e-mail address themselves on the state's bidsecurity of the vendor registered vendors who have r

4. PREPARATION OF PROPOSALS
a. Vendors must examine the entire RFP carefully. Failure to do so shall be at the vendor's risk.
b. Unless otherwise specifically stated in the RFP, all specifications and requirements. All proposals must meet or exceed the stated specifications and requirements.
c. Unless otherwise specifically stated in the RFP, all specifications requirements are for informational purposes only and are not intended to limit competition. The vendor may offer any brand which meets or exceeds the specifications and or requirements and (2) with the proposed equivalent meets or exceeds the specifications and or requirements and specifications and or requirements and (2) with the proposed equivalent meets or exceeds the specifications and or requirements and specifications are under the proposal lacking any indication of intent to offer an alternate brand or to take an exception than the vendor is an aspect of state and (2) with the proposed equivalent meets or exceed the specifications are under the proposal lacking any indication of intent to offer an alternate brand or to take an exception than the vendor is an aspect of state government or other such political subdivision which is prohibited to reach provision of an AFP, such as vendor may submit a proposal which contains a list of statutory limitations and requirements and offen in the proposal which the requirements and prohibitive clauses and cleaning the proposal within the order to the such political subdivision which is prohibited by law or court decision from complying with certain provisions of an AFP, such as vendor may submit a proposal which contains a list of statutory limitations and prohibitive clauses may be admitted to the proposal with the complete of the proposal within the proposal within the control of the proposal proposal proposal may be not provided to the proposal may be proposal may be not provided to the statutory limitations and prohibitive clauses are deemed acceptable by Purchasing determine charification of the statuto

5. SUBMISSION OF PROPOSALS

5. SUBMISSION OF PROPOSALS

a. Registered wordors may submit proposals electronically through the MissouriBUYS Statewide eProcurement System at https://missouribuve.mo.gov/ or by delivery of a hard copy to the Purchasing office. Vendors that have not registered on the MissouriBUYS Statewide eProcurement System may submit proposals hard copy delivered to the Purchasing office. Delivered proposals must (1) be abundated by a submitted by a delivered to the Purchasing office. Delivered proposal smust (1) be a submitted by a delivered to the Purchasing office box address. However, it shall be the responsibility of the vendor to ensure their proposal is in the Purchasing office (address listed above) no later than the exact end date and time specified in the RFP.

The seaded envelope or container, and (2) be priced as required. Hard copy proposals may be placed in the RFP.

The seaded envelope or container containing a proposal should be clearly marked on the outside with (1) to the official RFP number and (2) the official end date and time. Different proposals should not be placed in the same envelope.

C. A proposal submitted electronically by a registered vendor may be modified on-line prior to the official end date and time. A proposal which has been delivered to the Purchasing office may be modified by signed, written notice which has been delivered to the Purchasing office may be modified by signed, written notice which has been delivered to the Purchasing office may be modified on time. Telephone or telegraphic requests to modify a proposal shall not be honored.

not be honored.

A proposal submitted electronically by a registered vendor may be retracted on-line prior to the official end date and time. A proposal which has been delivered to the Purchasing may only be withdrawn by a signed, written document on company letterhead transmitted via mail, e-mail, or facsimile which has been received by Purchasing prior to the official end at time specified. A proposal may also be withdrawn in person by the vendor or its authorized representative, provided proper identification is presented before the official end date and time. Telephone or telegraphic requests to withdrawa a proposal sallal not be honored.

e. A proposal may also be withdrawn after the proposal opening through submission of a written request by an authorized representative of the vendor. Justification of withdrawal decision may include a significant error or exposure of proposal information that may cause irreparable harm to the vendor.

I. When submitting a proposal electronically, the registered vendor indicates acceptance of all RFP requirements, terms and conditions by clicking on the "Accept" button on the Overview tab. Vendors delivering a hard copy proposal to Purchasing must sign and return the RFP cover page or, if applicable, the cover page of the last addendum thereto in order to constitute acceptance by the vendor of all RFP requirements, terms and conditions. Failure to do so may result in rejection of the proposal unless the vendor s full compliance with those documents is indicated elsewhere within the vendor s response.

g Faxed proposals shall not be accepted. However, faxed and e-mail no-bid notifications shall be accepted.

G. PROPOSAL OPENING

a Proposal openings are public on the end date and at the opening time specified on the BFP document Only the names of the respondents shall be read at the proposal openings are public on the end date and at the opening time specified on the BFP document Only the names of the respondents shall be read at the opening and approach of the proposal open

a. Proposal openings are public on the end date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. All vendors may view the same proposal response information on the MissouriBUYS Statewide Procurement System. The contents of the responses shall not be disclosed at this time.
b. Proposals which are not received in the Purchasing office prior to the official end date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances in accordance with I CSR 40-1.050.

7. PREFERENCES

In the evaluation of proposals, preferences shall be applied in accordance with chapter 34, RSMo, other applicable Missouri statutes, and applicable Executive Orders. Contractors should apply the same preferences in selecting subcontractors.

By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, mined, processed or grown within the State of Missouri and to all firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.

In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD
a. Any clerical error, apnear to no its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the vendor and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point, and 2) obvious mistake in designation of unit.
b. Any pricing information submitted by a vendor shall be subject to evaluation if deemed by Purchasing to be in the best interest of the State of Missouri.
c. The vendor is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri.
d. Awards shall be made to the vendor whose proposal (1) complies with all mandatory specifications and requirements of the RPP and (2) is the lowest and best proposal, considering price, responsibility of the vendor, and all other evaluation criteria specified in the RPP and any subsequent negotiations and (3) complies with chapter 34, RSMo, other applicable Missouri statutes, and all spalicable Executive Orders.
e. In the event all vendors fail to meet the same mandadory requirement in an RPP, Purchasing reserves the right to waive any minor irregularity or technicality found in any individual proposal.
f. Purchasing reserves the right to reject any and all proposals.
g. When evaluating a proposal, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a proposal, from a vendor, from vendor s references, or from any other source.
h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and ment of a proposal and the award of a contract.
i. Negotiations may be conducted with those vendors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of conducted with those vendors wh

In regionations has been competing vendors. A manuse valuation was related a manuse valuation and the competing valuation from Purchasing to the section of 10.021. RSMo, proposals and related documents shall be determined by Purchasing based upon factors such as it me similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.

k. Pursuant to section 610.021. RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.

l. Purchasing posts all proposal stall proposal results on the MissouriBUYS Statewide eProcurement System for all vendors to view for a reasonable period after proposal award and maintains images of all proposal file material for review. Vendors who include an e-mail address with their proposal will be notified of the award results via e-mail.

m. Purchasing reserves the right to request clarification of any portion of the vendor s response in order to verify the intent of the vendor. The vendor is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

Π. Any proposal award protest must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9).

nall be made by Purchasing.

9. CONTRACT/PURCHASE ORDER

9. CONTRACT/PURCHASE ORDER

a. By submitting a proposal, the vendor agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.

b. A binding contract shall consist of (1) the RFP, addendums thereto, and any Best and Final Office (BAFO) request(6) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) Purchasing's acceptance of the proposal by "notice of award" or by "purchase order." All Exhibits and Attachments include in the RFP shall be incorporated into the contract by reference.

c. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor of the distance or the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor of the distance or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor of the distance or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized or other form of authorization given to the contractor of the distance of the state of the st

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Page 59 of 158 Print

d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and Purchasing or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any personal between the analysis of the method and of the parties of the contract.

10. INVOICING AND PAYMENT

10. INVOICING AND PAYMENT
a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of Purchasing.
d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.
e. The State of Missouri assumes no obligation for equipment, supplies, and/or services purchased by the State of Missouri sallures subject to the state's rejection and shall be returned at the contractor's expense.
f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to the payment charges as provided in section 34.055, RSMo.
g. The State of Missouri reserves the right to purchase goods and services using the state purchasing card.

11. DELIVERY

nent, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

12. INSTECTION AND ACCESTANCE.

A. No equipment, supplies, and/or services receives which do not comply with the great part and a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.

b. All equipment, supplies, and/or services which do not comply with the part of the advertised in the part of the part of the advertised in the part of the pa

13. VAINALULY 1.

a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by Purchassing, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Such warranty shall survive delivery and shall not be deemed wavied either by rescons of the state's exceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

1. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 103.452 and 103.454, RSMo, regarding conflict of interest.

b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no here contractors hereby contractor hereby covenants that at the time of the submission of the proposal the contractor has no here contractors and the contractor and political polit

15. REMEDIES AND RIGHTS

A. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitutes laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

Missouri for which causes of action have accrued or will accrue as the result of or an instance of the contract of the CANCELLATION OF CONTRACT

a. In the event of material breach of the contractual obligations by the contractor, Purchasing may cancel the contract. At its sole discretion, Purchasing may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification a written plan detailing how the contractor intends to cure the breach or it circumstances demand immediate action, Purchasing will issue a notice of cancellation terminating the contract immediately. If it is determined Purchasing unproperly cancelled the contract, such cancellation shall be deemed a secondary of the contract.

c. If Purchasing cancels the contract for breach, Purchasing reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as Purchasing deems appropriate and charge the

c. If Purchasing cancers the contract for understand to treat, recursively recursive to the contract for any additional costs incurred therefore sincurred therefore incurred therefore any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

Any notice to the vendor/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the vendor/contractor.

As BANKRUPTCY OR INSOLVENCY
a. Upon filing for any bankrupley or insolvency proceeding by or against the contractor, whether voluntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify Purchasing immediately.

b. Upon learning of any such actions, Purchasing reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or produced under the

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the funishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include
a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
b. The identification of a person designated to handle affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
d. The exclusion of discrimination from all collective bargaining agreements; and
e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, Purchasing shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by Purchasing until corrective action by the contractor is ade and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA)

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore the vendor s failure to maintain compliance with chapter 144, RSMo, may eliminate their proposal from consideration for award.

23. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language. Revised 10-19-15

Attachments

The attachments are separate links that must be downloaded separately from the MissouriBUYS Statewide eProcurement System at: https://missouribuys.mo.gov/bidboard.html.

10/18/2017 about:blank

Print Page 60 of 158

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FPS30034901700042 Addendum #2 Page
RFPS30034901700042 Addendum #1 Page
RFPS30034901700042 Page

    [Heading 1]

           o [Instructions for Submitting a Sol...]
    • [introduction and general information]
           o [Introduction:]
o [Pre-Proposal Conference - A pre-proposal conference regarding this Request for Proposal will be held on August 5 2016 at 9:00 a.m. in Room 400 of the Harry S Truman
              Building 301 West High Street Jefferson City Missouri.]
            o [Background Information:]

    [CONTRACTUAL REQUIREMENTS]

            o [General Requirements:]
            o [Eligibility Requirements:]
           o [General Performance Requirements: The contractor must comply with the following General Performance Requirements, unless otherwise stated herein.]
o [Record Maintenance and Reporting and Evaluation Requirements: The contractor shall maintain case files for each client served; provide reports to the state agency
              identifying client information services and activities; and cooperate with the state agency in the evaluation of the effectiveness of the contractor's services and the clients'
               satisfaction with program services. Such evaluation may be conducted by on-site monitoring and talking with clients.]
            o [Implementation Requirements:]
            0 []
            o [Record Retention/Performance Review and Audit Requirements:]
            o [Contract Compliance:]
           o [Confidentiality:]
o [Contractor Qualifications:]
            o [Personnel Requirements:]
            o [Financial Requirements:]
            o [Other Contractual Requirements:]
            o [Federal Funds Requirements: The contractor shall understand and agree that the contract may involve the use of federal funds. Therefore, for any federal funds used, the
               following paragraphs shall apply:]
            o [Business Associate Provisions:]
    • [proposal SUBMISSION INFORMATION]
            o [Submission of Proposals:]
            o [Competitive Negotiation of Proposals - The vendor is advised that under the provisions of this Request for Proposal the Division of Purchasing reserves the right to conduct
              negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted the following conditions shall apply:
            o [Evaluation and Award Process:]
            o [Evaluation of Cost:]
            o [Evaluation of Vendor's Experience and Reliability and Expertise of Personnel:]
            0 []
            o Evaluation of Method of Performance - Proposals will be subjectively evaluated based on the vendor's plan for performing the requirements of the RFP. Therefore the vendor
              should present information which demonstrates the method or manner in which the ven-
           satisfy the requirements. The language of the narrative should be straightforward and limited to facts solutions to problems and plans of action.]

o [Evaluation of Vendor's Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Participation:]
            o [Miscellaneous Submittal Information:]
    • [PRICING PAGE]
            o [Alternatives to Abortion Program Services - Complete the following table for each geographic region proposed. All costs associated with providing the required services shall
               be included in the stated price(s). (UNSPSC Code: 85101703)]
    []
      [EXHIBIT A]
       [EXHIBIT B]
           o [The vendor should provide the fol...]
    • [EXHIBIT c]

    [EXHIBIT DCURRENT/PRIOR EXPERIENCE]

            o [Outside United States:]
           0 []
            o [Employee/Conflict of Interest:]
            o [Registration of Business Name (if applicable) with the Missouri Secretary of State:]
STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING (PURCHASING)
REQUEST FOR PROPOSAL (RFP)
ADDENDUM NO.: 2 REQ NO.: NR 300 300700001
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901700042 BUYER: Julie.kleffner@oa.mo.gov
TITLE: Alternatives to Abortion Program Services PHONE NO.: (573) 751-7656
ISSUE DATE: 08/25/16 E-MAIL: Julie.Kleffner@oa.mo.gov
RETURN PROPOSAL NO LATER THAN: August 26, 2016 AT 2:00 PM CENTRAL TIME (END DATE)
VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH HTTPS://MISSOURIBUYS.MO.GOV BUT MAY RESPOND BY HARD COPY (See Mailing Instructions
Below)

MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package Delivered sealed proposals must be in the Purchasing office
(301 W High Street, Room 630) by the return date and time RETURN PROPOSAL AND ADDENDUM(S) TO:
    (U.S. Mail) (Courier Service)
    PURCHASING or PURCHASING
    PO BOX 809 301 WEST HIGH STREET, ROOM 630
    JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517
CONTRACT PERIOD: Effective Date of Contract Through May 31, 2017
DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:
                                                                                          Office of Administration
                                                                                 Commissioner's Office of Administration
State Capitol Building, Room 125
```

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP addendums. The vendor should, as a matter of clarity and assurance, also sign and return all previously issued RFP addendum(s) and the original RFP as modified by this and any previously issued RFP addendum shall govern in the event of a conflict with

his/her proposal The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri The vendor shall understand and agree that in order for their proposal to be considered for evaluation, they must be registered in MissouriBUYS If not registered at time of proposal opening, the vendor must register in MissouriBUYS upon request by the state immediately after proposal opening SIGNATURE REQUIRED

	ororarrorm randomers	
MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)		
DDE		
	EMAIL ADDRESS	
	FAX NUMBER	
	_IRS Tax-Exempt	
ATURE	DATE	
	TITLE	

ADDENDUM #2 to RFPS30034901700042

TITLE: Alternatives to Abortion Program Services

CONTRACT PERIOD: Effective Date of Contract Through May 31, 2017

PLEASE BE ADVISED OF THE FOLLOWING CHANGES AND CLARIFICATIONS:

For vendors responding electronically to this solicitation, the additional item fields for Line item 8 for Geographic Region 8 in MissouriBUYS has been updated to
match the format of the other line items in MissouriBUYS. The pricing page in the RFP document has not changed

Vendors may review the revision(s) to the MissouriBUYS electronic solicitation and the addendum document(s) at https://MissouriBUYS mo gov Please follow these steps to conduct a comparison review of the electronic solicitation revision(s):

- 1. Log into MissouriBUYS
- 2. Select the Solicitations tab
- 3. Select View Current Solicitations
- 4. Select My List (if you have previously reviewed/responded to this solicitation); Select Other Active Opportunities (if you have not previously reviewed/responded to this solicitation)
- 5. Select the correct Opportunity Number (Opportunity No); the Overview page will display
- 6. From the Overview page, under Solicitation History information, select Previous Version from the dropdown box
- 7. Choose the solicitation version you desire to compare to the addendum
- 8. Click Show Version Comparison (revisions will be in yellow highlight) Click Close to return to the Overview page

Note: The electronic solicitation revision may not include all of the revisions included in the addendum document(s); therefore, the vendor is advised to download, review, and accept the addendum document(s)

Please follow these steps to accept the addendum document(s):

- If you have not accepted the original solicitation document, go to the Overview page, find the section titled, Original Solicitation Documents, review the solicitation document(s), then click on the box under Select, and then click on the Accept button
- To accept the addendum document, on the Overview page find the section titled Addendum Document, review the addendum document(s), then click on the box under Select, and then click on the Accept button

Note: If you submitted an electronic response prior to the addendum date and time, you should review your solicitation response to ensure that it is still valid by taking into consideration the revisions addressed in the addendum document. If a revision is needed to your solicitation response and/or to indicate your acceptance of the addendum document, you will need to retract your response and re-submit your response by following these steps:

- 1. Log into MissouriBUYS
- 2. Select the Solicitations tab
- 3. Select View Current Solicitations
- 4. Select My List
- 5. Select the correct Opportunity Number (Opportunity No); the Overview page will display
- 6. Click on Review Response from the navigation bar
- 7. Click on Retract if your response needs to be revised
- 8. A message will come up asking, "Are you sure you want to retract the Bid" Click on Continue to confirm
- 9. Click on Respond and revise as applicable
- 10. Click on Review Response from the navigation bar and then click on Submit to submit your response

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING (PURCHASING)
REQUEST FOR PROPOSAL (RFP)
ADDENDUM NO.: 1 REQ NO.: NR 300 300700001
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901700042 BUYER: Julie.kleffner@oa.mo.gov
ITILE: Alternatives to Abortion Program Services PHONE NO.: (573) 751-7656
ISSUE DATE: 08/11/16 E-MAIL: Julie.kleffner@oa.mo.gov
RETURN PROPOSAL NO LATER THAN: August 26, 2016 AT 2:00 PM CENTRAL TIME (END DATE)
VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH HTTPS://MISSOU

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH HTTPS://MISSOURIBUYS.MO.GOV BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package Delivered sealed proposals must be in the Purchasing office (301 W High Street, Room 630) by the return date and time

RETURN PROPOSAL AND ADDENDUM(S) TO:

(U.S. Mail) (Courier Service)

PURCHASING or PURCHASING

PO BOX 809 301 WEST HIGH STREET, ROOM 630

JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract Through May 31, 2017

Print Page 62 of 158

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Office of Administration ssioner's Office of Administration State Capitol Building, Room 125 Jefferson City MO 65101

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP addendum(s) and the original RFP document. The vendor agrees that the language of the original RFP as modified by this and any previously issued RFP addendum(s) and the original RFP addendum(s) and the original RFP addendum shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri The vendor shall understand and agree that in order for their proposal to be considered for evaluation, they must be registered in MissouriBUYS If not registered at time of proposal opening, the vendor must register in MissouriBUYS upon request by the state immediately after proposal opening

		SIGNATURE REQUIRED
VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN IN	FORMATION SCREEN)
MAILING ADDRESS	3	
CTTY, STATE, ZIP C	ODE	
CONTACT PERSON		EMAIL ADDRESS
PHONE NUMBER		FAX NUMBER
	NG TYPE WITH IRS (CHECK ONE) dividual State-Local Government Partnership Sole Proprietor	IRS Tax-Exempt
AUTHORIZED SIGN	ATURE	DATE
PRINTED NAME		TITLE

ADDENDUM #1 to RFPS30034901700042

TITLE: Alternatives to Abortion Program Services

CONTRACT PERIOD: Effective Date of Contract Through May 31, 2017

PLEASE BE ADVISED OF THE FOLLOWING CHANGES AND CLARIFICATIONS:

- 1 The preproposal conference attendance record has been added to MissouriBUYS and can be found under the Addendum Documents
- 2 The return proposal date year has been correct on the first page of the RFP
- 3 The following paragraphs, exhibit, and attachment contain changes:

2151

232f 1) and 2)

- 2 3 2 1 2) 3rd bullet point
- 2114a-d
- 2 12 3 c 1)
- 3 3 2 h and subparagraph 1)

332i

- 3 4 1 a and subparagraphs 1) and 2), including the bullet points
- 341b
- **Pricing Pages**

Exhibit F

Attachment 6

The changes are indicated in italics, unless the change is a deletion of words

For vendors responding electronically to this solicitation, the additional detail for all line items has been modified in the MissouriBUYS system Vendors may review the revision(s) to the MissouriBUYS electronic solicitation and the addendum document(s) at https://MissouriBUYS mo gov

Please follow these steps to conduct a comparison review of the electronic solicitation revision(s):

- 9. Log into MissouriBUYS
- 10. Select the Solicitations tab
- 11. Select View Current Solicitations
- 12. Select My List (if you have previously reviewed/responded to this solicitation); Select Other Active Opportunities (if you have not previously reviewed/responded to this solicitation)
- 13. Select the correct Opportunity Number (Opportunity No); the Overview page will display
- 14. From the Overview page, under Solicitation History information, select Previous Version from the dropdown box
- 15. Choose the solicitation version you desire to compare to the addendum
- 16. Click Show Version Comparison (revisions will be in yellow highlight) Click Close to return to the Overview page

Note: The electronic solicitation revision may not include all of the revisions included in the addendum document(s); therefore, the vendor is advised to download, review, and accept the addendum document(s)

Please follow these steps to accept the addendum document(s):

- 3. If you have not accepted the original solicitation document, go to the Overview page, find the section titled, Original Solicitation Documents, review the solicitation document(s), then click on the box under Select, and then click on the Accept button
- 4. To accept the addendum document, on the Overview page find the section titled Addendum Document, review the addendum document(s), then click on the box under Select, and then click on the Accept button

Note: If you submitted an electronic response prior to the addendum date and time, you should review your solicitation response to ensure that it is still valid by taking into consideration the revisions addressed in the addendum document If a revision is needed to your solicitation response and/or to indicate your acceptance of the addendum document, you will need to retract your response and re-submit your response by following these steps:

- 11. Log into MissouriBUYS
- 12. Select the Solicitations tab
- 13. Select View Current Solicitations
- 14. Select My List
- 15. Select the correct Opportunity Number (Opportunity No); the Overview page will display
- 16. Click on Review Response from the navigation bar
- Click on Retract if your response needs to be revised
 A message will come up asking, "Are you sure you want to retract the Bid" Click on Continue to confirm
- 19. Click on Respond and revise as applicable

Print Page 63 of 158

20. Click on Review Response from the navigation bar and then click on Submit to submit your response

OFFICE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING (PURCHASING)
REQUEST FOR PROPOSAL (RFP)
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901700042 REQ NO.: NR 300 30007000001 TITLE: Alternatives to Abortion Program Services BUYER: Julie Kleffne ISSUE DATE: 07/15/16 PHONE NO.: (573) 751-7656 E-MAIL: Julie.Kleffner@oa.mo.gov

The year for the return proposal corrected by Addendum #1 RETURN PROPOSAL NO LATER THAN: August 26, 2016 AT 2:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH HTTPS://MISSOURIBUYS.MO.GOV BUT MAY RESPOND BY HARD COPY (See Mailing Instructions

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PO BOX 809 301 WEST HIGH STREET, RM 630

JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through May 31, 2017
DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Office of Administration Commissioner's Office State Capitol Building, Room 125 Jefferson City MO 65101

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained Ine vendor hereby declares understanding, agreement and certification of compiliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 10/19/15). The vendor further agrees that the language of this FFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri The vendor shall understand and agree that in order for their proposal to be considered for evaluation, they must be registered in MissouriBUYS If not registered at time of proposal opening, the vendor must register in MissouriBUYS upon request by the state immediately after proposal opening

SIGNATURE REQUIRED

	SIGNATURE REQUIRED
VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)
MAILING ADDRESS	
CITY, STATE, ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
VENDOR TAX FILING TYPE WCorporationIndividual	ITH IRS (CHECK ONE) State Local Government Partnership Sole Proprietor IRS Tax-Evempt
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

Instructions for Submitting a Solicitation Response

The Division of Purchasing is now posting all of its bid solicitation documents on the new MissouriBUYS Bid Board (https://www.missouribuys.mo.gov). MissouriBUYS is the State of Missouri's web-based statewide eProcurement system which is powered by WebProcure, through our partner, Perfect Commerce.

For all bid solicitations, vendors now have the option of submitting their solicitation response either as an electronic response or as a hard copy response. As a means to save vendors the expense of submitting a hard copy response and to provide vendors both the ease and the timeliness of responding from a computer, vendors are encouraged to submit an electronic response. Both methods of submission are explained briefly below and in more detail in the step-by-step instructions provided at https://missouribuys.mo.gov/pdfs/how to respond to a solicitation.pdf. (This document is also on the Bid Board referenced above.)

- ELECTRONIC RESPONSES: To respond electronically to a solicitation, the vendor must first register with MissouriBUYS by going to the MissouriBUYS Home Page (https://missouribuys mo gov), clicking the "Register" button at the top of the page, and completing the Vendor Registration Once registered the vendor accesses their account by clicking the "Login" button at the top of the MissouriBUYS Home Page After locating the desired solicitation on the Bid Board, at a minimum, the vendor must read and accept the Original Solicitation Documents and complete pricing and any other identified requirements. In addition, the vendor should download and save all of the Original Solicitation Documents on their computer so that they can prepare their response to these documents. Vendors should upload their completed response to these downloaded documents (including exhibits, forms, and other information concerning the solicitation) as an attachment to the electronic solicitation response Step-by-step instructions for how a registered vendor responds to a solicitation electronically are available on the MissouriBUYS system at: https://missouribuys mo gov/pdfs/how to respond to a solicitation.pdf Any such electronic submissions must be received prior to the specified end date and time
 - o Vendors are encouraged to submit their entire proposal electronically; however in lieu of attaching exhibits, forms, pricing, etc to the electronic solicitation response, a vendor may submit the exhibits, forms, pricing, etc through mail or courier service. However, any such submission must be received prior to the solicitation's specified end date and time Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents submitted through mail or courier service
 - o In the event a registered vendor electronically submits a solicitation response and also mails hard copy documents that are not identical, the vendor should explain which response is valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate and award the response which serves its best interest
- HARD COPY RESPONSES: When responding with a hard copy response, any such submission must be received prior to the specified end date and time Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents

Print Page 64 of 158

End of Instructions for Submitting Solicitation Response

1. introduction and general information

1. Introduction:

- 1. This document constitutes a request for competitive, sealed proposals for the provision of Alternatives to Abortion Program services as set forth herein
- RFPS30034901700042 for Alternatives to Abortion Program services for the Office of Administration, Commissioner's Office, is a rebid of RFPS30034901600477 which was issued on February 17, 2016 Significant additional funding for the Alternatives to Abortion Program services was received after RFPS30034901600477 was issued This RFP substantially mirrors RFPS30034901600477; however, RFPS30034901700042 has been issued with some changes RFPS30034901600477 remains a closed record and will not be available for public review until contracts are executed for the Alternatives to Abortion Program services
- 3. Organization This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
 - 1. Introduction and General Information
 - 2. Contractual Requirements
 - 3. Proposal Submission Information
 - 4. Pricing Pages
 - 5. Exhibits A M
 - 6. Terms and Conditions
 - 7. Attachments 1 8: The vendor is advised that attachments exist to this document which provide additional information and instruction. These attachments are separate links that must be downloaded from the MissouriBUYS Statewide eProcurement System at: https://missouribuys.mo.gov/bidboard.html It shall be the sole responsibility of the vendor to obtain the attachments. The vendor shall not be relieved of any responsibility for performance under the contract due to the failure of the vendor to obtain a copy of the attachments.
- 2. Pre-Proposal Conference A pre-proposal conference regarding this Request for Proposal will be held on August 5, 2016, at 9:00 a m, in Room 400 of the Harry S Truman Building, 301 West High Street, Jefferson City, Missouri
 - 1. Pre-Proposal Conference Agenda The vendor should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference
 - Pre-Proposal Conference RFP Questions All potential vendors are encouraged to attend the Pre-Proposal Conference as it will be used as the forum for
 questions, communications, and discussions regarding the RFP The vendor should become familiar with the RFP and develop all questions prior to the
 conference in order to ask questions and otherwise participate in the public communications regarding the RFP
 - a. Prior Communication Prior to the Pre-Proposal Conference, the vendor may submit written communications and/or questions regarding the RFP to the buyer identified on page one Such prior communication will provide the State of Missouri with insight into areas of the RFP which may be brought up for discussion during the conference and which may require clarification
 - b. During the Pre-Proposal Conference, it shall be the sole responsibility of the vendor to orally address all issues previously presented to the buyer by the vendor, including any questions regarding the RFP or areas of the RFP requiring clarification
 - c. Addendum to the RFP Any changes needed to the RFP as a result of discussions from the Pre-Proposal Conference will be accomplished as an addendum to the RFP Neither formal minutes of the conference nor written records of the questions/communications will be maintained
 - 3. Vendors are requested to advise the Division of Purchasing within five (5) working days of the scheduled pre-proposal conference of any accommodations needed

3. Background Information:

- The Alternatives to Abortion Program was established in 2007 through section 188 325 RSMo
 (http://www.moga.mo.gov/mostatutes/stathtml/18800003251 html) The program is designed to assist women in carrying their unborn child to term instead of having an abortion, and to assist women for up to a year following the birth in carring for their child, or placing their child for adoption
- The current contracts for Alternatives to Abortion Program Services expire September 30, 2016 The current contractors and the corresponding contract numbers are as follows:

Contractor Name	Contract Number
Adoption and Foster Care Coalition	C312062001
Alliance for Life - Missouri	C312062002
Catholic Charities of Southern Missouri	C312062003
Faith Maternity	C312062004
Laclede County Pregnancy Support Center	C312062005
Lighthouse	C312062006
Mother's Refuge	C312062007
Nurses for Newborns	C312062008

a. Viewing the Contracts - A copy of each of the contracts can be viewed and printed from the Division of Purchasing's Awarded Bid & Contract Document Search System located on the Internet at: http://oa mo gov/purchasing/bidding-contracts/awarded-bid-contract-document-search In addition, all proposal and evaluation documentation leading to the award of that contract may also be viewed and printed from the Division of Purchasing's Awarded Bid & Contract Document Search System Please reference the Bid number B3Z12062 or any of the contract numbers shown above when searching for these documents

Print Page 65 of 158

- b. State Expenditures The Missouri Accountability Portal (MAP) located on the internet at: http://mapyourtaxes.mo.gov/MAP/Expenditures/ provides financial data related to the purchase of the services under the contracts Be sure to read the information provided in the links to "Site Information" and "Disclaimer" Then search by any of the contract numbers shown above when searching for the financial information
- 3. Beginning in Fiscal Year 2017, the Office of Administration will be a subrecipient of the Temporary Assistance for Needy Families (TANF) block grant through the Missouri Department of Social Services As a result, the Department of Social Services will assume the responsibility of overseeing and monitoring the Alternatives to Abortion Program services contracts through a Memorandum of Understanding (MOU) that has been initiated between the Office of Administration and the Department of Social Services
- 4. Approximately \$3,225,000 00 has been appropriated for the Alternatives to Abortion program
- 5. Although the original contract period is less than a 12-month period, it is the intent that each potential renewal period will cover a 12-month period
- 6. Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal

2. CONTRACTUAL REQUIREMENTS

1. General Requirements:

- 1. The contractor shall provide Alternatives to Abortion Program services on behalf of the Office of Administration, Commissioner's Office (hereinafter referred to as the state agency) in accordance with the provisions and requirements stated herein and to the sole satisfaction of the state agency
 - a. The contractor shall provide coordinated, comprehensive Alternatives to Abortion Program services as a continuum of care based on the individual needs for women who meet the specified eligibility criteria (hereinafter referred to as clients) within the awarded geographic region. The geographic regions shall be as defined in Attachment 1. Although the contract award is based on geographic region, the contractor may provide the Alternatives to Abortion Program services for clients from outside the awarded geographic region.
 - In the event of multiple contract awards, the contractor shall understand and agree that it shall solely be the client's decision regarding which
 Alternatives to Abortion Program contractor from which to access services; but the state agency anticipates that the client's selection of an
 Alternatives to Abortion Program contractor will be based in part upon geographic location
- The contractor must expend all funding on services that promote at least one (1) of the following four (4) Temporary Assistance for Needy Families
 (TANF) purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996:
 - a. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - b. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - c. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - d. Encourage the formation and maintenance of two-parent families
- The contractor shall ensure any expenditures claimed to the Alternative to Abortion program are not claimed to other federal grants to include but not limited to Domestic Violence funding, Title IV-E Foster Care, Title IV-E Adoption Assistance, Home Visitation, Child Care Block Grant, Early Head Start, and other federally reimbursed programs
- The contractor must ensure the services provided are not also provided to the client through other TANF or federally funded programs such as MWA, Child Care Assistance, etc
- 5. For purposes of the contract, the following services have been determined TANF-allowable:
 - a. Parenting Skills Classes;
 - b. Child Care:
 - c. Housing Assistance (clients are limited to three [3] months of rent or mortgage assistance in a twelve [12] month period);
 - d. Residential care;
 - e. Emergency shelter;
 - f. Utilities (clients are limited to three [3] months of utility assistance in a twelve [12] month period);
 - g. Job Training and Placement;
 - h. Education Services;
 - i. Establishing and Promoting Responsible Paternity;
 - j. Case Management Services;
 - k. Transportation; and

Paragraph Inserted by Addendum #1

- I. Supplies
- The contractor must ensure all services provided respect the culture, ethnicity, and religious practices of the client. The contractor must be aware of cultural differences and the differences in norms and values and design service delivery in such a manner in order to be responsive to the needs of the

Print Page 66 of 158

client

7. The contractor must be available at all times, twenty-four (24) hours a day, seven (7) days a week, in the event a client needs emergency services. The contractor must provide each client and the state agency with emergency contact information that can be used twenty-four (24) hours a day, seven (7) days a week. The contractor shall assist the client, and if determined necessary by the contractor, the contractor shall refer the client to the client's case manager.

8. Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein

2. Eligibility Requirements:

- 1. The contractor shall only provide services for those women who meet the Alternatives to Abortion Program eligibility requirements Therefore, when a woman seeks to obtain the contractor's Alternatives to Abortion program services, the contractor must ensure the woman meets the following eligibility requirements:
 - a. The woman must be a Missouri resident For purposes of this document, a Missouri resident shall be defined as a person who has fixed their home/dwelling in Missouri, not for any special or temporary purpose, but with a present intention of remaining in Missouri permanently or for an indefinite period of time (Missouri residency is defined in Sections 1 020(14), 472 010(10), and 630 005(11), RSMo);
 - b. The woman must be at or below 185 percent of federal poverty level based on the client or family income;
 - 1. For all clients age 18 or over, or clients under age 18 who are no longer living with their parent(s), income is defined as wages and benefits earned by the client Upon birth of the child, the father's income will be considered if he resides in the home of the child
 - 2. For all clients under age 18 who still reside with their parents, income shall be calculated as described in Attachment 2
 - c. The woman must be carrying an unborn child or children and chooses to carry the unborn child(ren) to term instead of having an abortion; and
 - d. The woman must not be receiving Alternative to Abortion Program services from another provider
- 2. For the purposes of eligibility determination, the contractor may accept the following forms of identification and income documentation:
 - a. Utility bills;
 - b. Driver's licenses;
 - c. Pay stubs:
 - d. Written employer statements; and
 - e. Social Security benefits statements

3. Discharge:

- a. The contractor shall understand and agree that a client is no longer eligible to receive Alternatives to Abortion program services twelve (12) months post-partum and the contractor must discharge the client. Services provided to the client after the child turns one (1) year of age (the day following the child's first birthday) will not be reimbursed by the state agency
- 4. The contractor must maintain documentation of eligibility for a minimum of five (5) years for each woman determined eligible
- 3. General Performance Requirements: The contractor must comply with the following General Performance Requirements, unless otherwise stated herein
 - 1. The contractor must design and implement a comprehensive Alternatives to Abortion program that includes all of the following services:
 - a. Assessment Services The contractor must provide assessment services that include eligibility for services and identification of risk factors and services necessary to minimize the likelihood of abortion and maximize the likelihood that the pregnancy will be carried to term The contractor's credentialed case managers shall perform the assessments, including the initial client risk and needs assessment, domestic abuse screenings, and post-partum depression screenings
 - 1. Initial Client Risk and Needs Assessment and Domestic Abuse Screening Within twenty-four (24) hours of the client's admission into the Alternative to Abortion program, the contractor's credentialed case manager must conduct an initial assessment, including a screening for domestic abuse, in order to document the risk factors and the services needed to minimize the risk of abortion and to complete the pregnancy
 - 2. Post-Partum Depression Screenings Six (6) to eight (8) weeks post-partum, the contractor must have one of the contractor's credentialed case managers conduct an assessment for post-partum depression using the Edinburgh Postnatal Depression Screening Scale (EPDS)
 - 3. The client's program eligibility must be determined upon entry into the program and again upon the birth of the child(ren)
 - b. Case Management Services The contractor must provide case management services that manage the identified service needs of the client in order to minimize the likelihood of abortion and improve the pregnancy outcome Case management services may be provided by professional or noncredentialed case managers
 - c. Prenatal Parent Education and Parenting Skills Training The contractor shall provide Prenatal Parent Education and Parenting Skills Training to each client, which is based on the needs of the client, as determined through the assessments and case management services required herein Prenatal Parent Education and Parenting Skills Training services shall be provided by credentialed case managers, non-credentialed case managers, or other individuals who have adequate knowledge in the subject being taught
 - 1. Content of Training:
- Mandatory Training Topics The contractor shall provide Prenatal Parent Education and Parenting Skills Training covering each of the following topics, for a minimum of thirty (30) minutes per topic:
- Safe sleep for infants following the 2011 American Academy of Pediatrics Recommendations;

Print Page 67 of 158

- Breastfeeding:
- Importance of taking folic acid in the prevention of neural tube defects;
- · Use of substances during pregnancy including alcohol, tobacco, and other drugs;
- · Importance of prenatal care;
- Immunizations:
- Shaken baby syndrome:
- Car seat safety; and
- · Nutrition and healthy eating
- Upon completion of the mandatory training topics, the contractor may provide training on other topics
- In the event the client remains in the Alternatives to Abortion Program after delivery of the infant, the contractor must provide training on the importance of preconception care and the advantages of birth spacing as it relates to the health of the mother and infant
 - If there is a question by the state agency as to the relevancy or accuracy of the material being taught in a Prenatal Parent Education and Parenting Skills Training class, the contractor must provide the state agency with copies of the curriculum and/or training materials for state agency approval upon the state agency's request
 - 3. The contractor's Prenatal Parent Education and Parenting Skills Training shall use evidence-based information on the subject(s) being taught
 - 4. The contractor shall include cognitive skills, motor skills, valuing, and comforting of the infant/child in the training
 - 5. The contractor shall provide personnel to provide the Prenatal Parent Education and Parenting Skills Training who have adequate knowledge in the topics to be taught
 - d. Responsible Paternity Education The contractor shall promote parenting skills for the father of the client's infant through education, training, counseling, and support service efforts which include, but are not limited to, providing learning opportunities through interactions of the father of the client's infant and the client(s) children
 - 1. If there is a question by the state agency as to the relevancy or accuracy of the material being taught in a Responsible Paternity Education class, the contractor must provide the state agency with copies of the curriculum and/or training materials for state agency approval upon the state agency's request
 - The contractor shall provide personnel to provide the Responsible Paternity Education who have adequate knowledge in the topics to be taught
 - 2. As part of the comprehensive Alternatives to Abortion program, the contractor shall evaluate the client's needs and provide the following services when deemed appropriate for a client's optimum success. The services provided shall be in accordance with the following requirements:
 - a. Prenatal Care If identified as a client's need, the contractor shall ensure the client is connected with pregnancy-related health care providers. This may include assisting the client in completing enrollment for health coverage through MO HealthNet Division.
 - b. Medical Care If identified as a client need, the contractor shall assist the client with finding medical care by a licensed medical provider for the client as related to the maintenance of health, and prevention or treatment of illness, injury, or pregnancy complications for the client, as such services related to the prevention of abortion. Licensed medical provider shall be defined as an individual who meets the professional and legal requirements to provide the required health care service in the State of Missouri
 - c. Mental Health Care If deemed as a client need, the contractor shall assist the client in finding appropriate mental health care counseling and treatment to assist the child with management of mental illness or condition through a licensed/certified professional in the State of Missouri
 - d. Newborn or Infant Medical Care If identified as a client need, the contractor shall ensure the provision of newborn or infant medical care by a licensed medical provider as related to the maintenance of health or prevention of illness, and treatment of injury or illness for the infant in the twelve (12) months after delivery
 - e. Adoption Assistance If identified as a client need, the contractor shall ensure the client is provided with accurate information related to placing an infant(s) for adoption by another individual/family which may include legal assistance with adoption
 - f. Child Care If identified as a client need, the contractor shall ensure the client can obtain child care for the client's child(ren) when the parent or guardian is absent due to the client's participation in any Alternatives to Abortion Program service. The child care services may be provided by a relative that does not reside in the same home as the client and the client's child(ren), but shall not include live-in nanny services. The contractor must maintain documentation in the client's record that the client has applied for child cares services through the Department of Social Services and is awaiting determination or has been denied for child care services.

Paragraph Inserted by Addendum #1

 The contractor may provide child care for the client's children(s) until the determination or denial of services by the Department of Social Services

Paragraph Inserted by Addendum #1

- For informational purposes, the Department of Social Services should determine eligibility for child care within fifteen (15) calendar
 days. After a determination of eligibility is complete, the individual who applied for services would receive a letter regarding the
 determination. Prior to receipt of the letter, the individual may call the Department of Social Services to check on the status of their
 application.
- g. Clothing If identified as a client need, the contractor shall provide the client with clothing relating to pregnancy, newborn care, and parenting
- h. Domestic Abuse Protection If identified as a client need, the contractor shall ensure the client is provided with domestic abuse protection which includes any service, including transportation and assistance with obtaining an order of protection, which assures the physical and emotional safety of the client and her child(ren)
- i. Drug and Alcohol Testing and Treatment If identified as a need, the contractor shall ensure the provision of drug and alcohol testing and treatment

Print Page 68 of 158

- 1. Drug and Alcohol Testing shall be defined as a proven scientific methodology to determine the level of alcohol, tobacco, and other chemical substances present in the client's body. Drug and alcohol testing may be conducted on the hair, blood, urine, or other body substances of the client and/or client's infant.
- Drug and Alcohol Treatment shall be defined as an individualized, group, or family program, facilitated by a trained, licensed or certified professional or facility, to treat individuals or families affected by alcohol, tobacco, or other drugs
- j. Educational Services If identified as a need, the contractor shall ensure the client participates in a formal education program designed to allow the client to advance toward a high school diploma or equivalent, business, vocational or technical training, college undergraduate degree, or certificate
 - 1. The contractor must contact the community or government agency(ies) listed below to obtain education services for the client:
- · Department of Economic Development;
- Department of Elementary and Secondary Education;
- · Department of Higher Education;
- Department of Social Services;
- · Community Resources; and
- · Community Action Agencies
 - To qualify for reimbursement, the educational services must take place while the client is an Alternatives to Abortion client Educational costs incurred prior to acceptance into the contractor's Alternatives to Abortion program are not eligible for reimbursement. The contractor must ensure educational services are not currently being reimbursed and/or the client is not already receiving these services through another means
 - k. Food If identified as a client need, the contractor shall ensure the client is provided with food relating to pregnancy, newborn care, and parenting, through the Supplemental Nutrition Program Women, Infants, and Children (WIC) and Supplemental Nutrition Assistance Program (SNAP)
 - 1. Housing If identified as a client need, the contractor shall ensure the client has housing
 - 1. The contractor must contact the community or government agency(ies) listed below to obtain housing for the client:
- · US Department of Housing and Urban Development (HUD);
- · Community Resources; and
- Community Action Agencies
 - 2. Any housing must ensure a safe place where the client and the client's child(ren) can stay and shall include any of the following:
- Emergency Shelter Housing Emergency shelter shall be defined as short-term housing and shall not exceed fifteen (15) calendar days in duration for the time period the client is enrolled in the Alternatives to Abortion Program Emergency shelter may be provided in a motel or licensed shelter
- Residential Care Residential care shall be defined as longer term housing at a facility which also provides wrap around services to meet the client's needs Residential
 care may be provided for the client from pregnancy through twelve (12) months post-partum. If the contractor provides services other than Alternatives to Abortions at
 their facility, the contractor must cost allocate any joint expenditures.
- The facility(ies) providing residential care for clients under the age of 18 must be licensed by the Missouri Department of Social Services
- The facility(ies) providing services to clients age 18 and over must be licensed through, or appropriate permits secured from, the local political subdivisions including, but not limited to, business license, fire inspection, and building inspection
- . Upon request by the state agency, the contractor shall provide the state agency with a copy of license(s) and/or inspection(s)

Paragraph Revised by Addendum #1

- Housing Assistance Housing assistance shall be defined as assistance with rent, house payments, or a security deposit Housing assistance payments are limited to
 three (3) months of assistance within a twelve (12) month period. The contractor shall ensure that housing assistance provided by the Alternatives to Abortion program
 for a client does not exceed this frequency. Housing assistance shall not exceed \$600.00 per client, per month.
 - m. Utilities If the client is not in emergency housing or residential care, the contractor may assist the client with utilities (heating, cooling, water, basic phone service, trash, and electricity), if identified as a client need, only after the contractor has assisted the client in accessing the Low Income Home Energy Assistance Program (LIHEAP) Utility assistance is limited to three (3) months of assistance within a twelve (12) month period. The contractor shall ensure that utility assistance provided by the Alternatives to Abortion program for a client does not exceed this frequency. Assistance shall be coordinated with any LIHEAP assistance received.
 - n. Job Training and Placement If identified as a client need, the contractor shall ensure the client is provided with a job training and placement program that facilitates and/or enhances the employability of the client and/or the father of the client's infant who might otherwise not qualify for help The contractor must contact the Division of Workforce Development:
 - o. Supplies If identified as a client need, the contractor shall ensure the client is provided with supplies relating to pregnancy, newborn care, and parenting In addition, if the contractor's case manager determined that the client is unable to provide a safe sleep environment for the client's infant, the contractor shall ensure that the client is provided with a Pack N' Play or equivalent which meets the 2011 American Academy of Pediatric Recommendations.
 - p. Transportation If identified as a client need, the contractor shall ensure transportation for the client and the client's child(ren) is provided in order for the client and the client's child(ren) to access program services, services related to the health of the client or the client's child, or in relation to employment and training
 - q. Ultrasound Services If identified as a client need, the contractor shall assist the client with accessing ultrasound services. Ultrasound services shall be defined as high frequency sound waves used in monitoring and imaging as medically necessary that are ordered by a licensed healthcare provider and delivered by a certified ultrasound technician.
 - r. Other Services If identified as a client need, the contractor shall ensure the client is provided with other additional client services related to assisting the client in carrying the client's unborn child to term instead of having an abortion, to assisting the client in caring for the client's dependent child(ren), to placing the client's child for adoption, or to assisting the client in becoming self-sustaining. The contractor must submit a written request to the state agency utilizing Attachment 3 and receive state agency approval prior to inclusion of such. The written request must be accompanied by documentation showing an estimate of the cost of the services.

Print Page 69 of 158

- For requests relating to the payment of vehicle insurance, loan payments, or repairs, the contractor must submit documentation that the vehicle title and/or auto loan is in the client's name
- 2. The contractor must certify on Attachment 3 that the vehicle is the client's main source of transportation Payments made towards a client's auto loan are limited to \$400 per month, for a maximum period of three (3) months within a twelve (12) month period
- For requests relating to genetic paternity testing, the contractor shall contact the Family Support Division of the Department of Social Services regarding paternity establishment services
- 4. Record Maintenance and Reporting and Evaluation Requirements: The contractor shall maintain case files for each client served; provide reports to the state agency identifying client information, services, and activities; and cooperate with the state agency in the evaluation of the effectiveness of the contractor's services and the clients' satisfaction with program services. Such evaluation may be conducted by on-site monitoring and talking with clients
 - 1. Record Maintenance: The contractor's case files shall be retained in either hard copy or electronic format, or a combination thereof The contractor's case file documentation shall include, but is not necessarily limited to, the following:
 - a. The contractor shall record the following client demographic data in the case file of each client served
 - 1. Name:
 - 2. Date of Birth;
 - 3. Marital status;
 - 4. Ethnic/cultural designation;
 - 5. Spoken language;
 - Educational level;
 - 7. Social Security Number;
 - 8. Medicaid number (if applicable);
 - 9. Number of dependents in household;
 - 10. Household income:
 - 11. Address; and
 - 12. Estimated date of delivery;
 - b. The contractor shall include the following applicable information in the client's case file
 - 1. Description of services provided, including all case management;
 - 2. Date(s) and time(s) of service provision;
 - 3. Receipts for goods or services provided; and
 - 4. Documentation of relevant referrals and applications
 - c. If a client is determined to be in need of services provided by the MO HealthNet Division, the Supplemental Nutrition Program Women, Infants, and Children (WIC), Supplemental Nutrition Assistance Program (SNAP), DSS child care assistance, and/or the Low-Income Home Energy Assistance Program (LIHEAP), the contractor must maintain documentation in the client's record showing the client has applied for such programs or services
 - d. If the case manager refers the client for (1) the MO HealthNet Prenatal Case Management program, (2) Building Blocks of Missouri program, (3) Healthy Families Missouri Home Visiting program, or the (4) Healthy Start program, the contractor must maintain documentation in the client's record showing the client has been referred for such programs or services
 - e. The contractor shall record the following information in the state agency's electronic data system:
 - 1. Client Intake Form Within five (5) working days after completing the determination of eligibility and completion of the initial client intake assessment, the contractor must complete the Client Intake Form in the state agency's data system
 - 2. Postpartum Depression screening assessment Within ten (10) calendar days after completion of the required Edinburgh Postnatal Depressing Screening Scale assessment (EDPS), the contractor shall enter the data collected into the state agency's data system
 - 3. Pregnancy Outcome Within seven (7) days of notification that the client has delivered or is no longer pregnant, the contractor shall enter the data collected into the state data system
 - 4. Discharge Documentation For all clients who are no longer eligible or who have elected to discontinue Alternatives to Abortion program services, the contractor shall record the discharge in the state agency's data system within seven (7) calendar days of the client's decision to terminate program services or the client's last day of eligibility
 - 2. The contractor shall conduct monthly case file reviews by supervisory personnel in accordance with the following:
 - a. A minimum of one (1) case file must be reviewed per case worker;
 - b. Corrective action taken for incomplete findings must be documented; and
 - c. Case file reviews must be documented and retained in the case file

Print Page 70 of 158

- 3. The contractor shall submit reports as follows:
 - a. The contractor shall submit a case file review summary report reflecting the results of the monthly case file reviews to the state agency by no later than February 15th, June 15th, and October 15th
 - b. The contractor must report the following information to the state agency by no later than the 15th of each month for the state agency to track the effectiveness of the contractor's program. The report shall include, but not be limited to, the following information:
 - 1. Number of clients enrolled;
 - 2. Number of clients engaged in job training and placement or educational services through the Alternatives to Abortion program;
 - 3. Number of fathers who participated in Alternatives to Abortion case management sessions, prenatal and parenting skills courses, or responsible paternity services during the time of the client's eligibility;
 - 4. Number of prenatal skills and parenting education classes held;
 - 5. Number of clients who attended prenatal skills and parenting education classes;
 - 6. Number of case management hours provided;
 - 7. Number of clients who participated in case management services; and
 - 8. Any additional information as may be required by the state
- 4. Client Satisfaction Every June and December, the contractor must assess client satisfaction by providing each client with a Client Satisfaction Survey A draft copy of the Client Satisfaction Survey Instructions and a draft copy of the Client Satisfaction Survey are included as Attachment 4A respectively
 - a. The contractor shall ensure the Client Satisfaction Survey does not contain the client name or other identifying information
 - b. The contractor shall make every effort to ensure the Client Satisfaction Survey is completed by the client and returned to the contractor in a sealed envelope provided to the client by the contractor
 - c. The contractor must provide the state agency with each completed Client Satisfaction Survey no later than ten (10) calendar days following its completion

5. Implementation Requirements:

- 1. The contractor shall be fully operational by no later than fifteen (15) calendar days after state agency authorization to proceed with providing services. Fully operational shall include providing sufficient personnel to perform the services required, completion of all necessary functions, actions, set-up, etc, necessary for successful business operation, and full implementation of all required services pursuant to the requirements of this document
- 2. State Agency Liaison By no later than seven (7) calendar days after state agency authorization to proceed with services, the state agency will designate a state agency liaison. The state agency will provide the contractor with the state agency liaison name, telephone number, and e-mail address. The contractor shall follow the state agency liaison's instructions.
- 3. Contractor Representative The contractor shall provide a representative to serve as the state agency contact. By no later than five (5) working days after state agency authorization to proceed with services, the contractor shall provide the state agency with the name, address, telephone number, and e-mail address of the contractor's representative servicing the contract. In the event the contractor changes the contractor's representative servicing the contract, the contractor shall provide written notification to the state agency a minimum of thirty (30) days prior to the effective date of the change
- 4. Contractor Service Location The contractor must have at least one Alternatives to Abortion Program service location physically located within the awarded geographic region which must include adequate meeting space for face-to-face appointments between a client and the contractor's personnel The contractor may also have other satellite service locations in or out of the awarded geographic region By no later than five (5) working days after the state agency authorization to proceed with services, the contractor must provide the state agency with a list of all service locations, including any home-offices, and must provide written notification to the state agency five (5) business days prior to the effective date of any change of a service location
- 5. Computer Compatibility The contractor must have and maintain a computer with high-speed Internet service using Internet Explorer that is fully compatible with the state agency's data system in order to enable the contractor to accurately and timely update the state agency's data system as required herein. The contractor must complete specific security forms provided by the state agency for access to the state agency data system.

6. Record Retention/Performance Review and Audit Requirements:

- 1. The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state agency
 - a. The contractor shall make all such records, books, and other documents relevant to the contract available to the state agency and its designees, or the Missouri State Auditor in a format acceptable to the state agency, at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later
 - b. The contractor shall retain all such records according to the state agency's retention period or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, investigation, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of such action and resolution of all issues that arise from it
 - c. The contractor shall permit the state agency, governmental auditors, and authorized representatives of the State of Missouri to audit, examine, copy, or investigate any of the contractor's records, procedures, books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the contractor regardless of format in which these materials are stored and maintained Failure to retain adequate documentation for any service billed may, at the sole discretion of the state agency, result in recovery of payments for services not adequately documented Any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor However, the contractor may contest any such exception as provided by law The state agency will pay the contractor all amounts which the contractor may ultimately be held entitled to receive as a result of a judgment on behalf of the contractor

Print Page 71 of 158

d. The contractor shall retain records which relate to (1) appeals; (2) litigation of the settlement of claims arising out of performance of the contract; and (3) costs and expenses of the contract to which exception has been taken by the Administration for Children and Families or its duly authorized representative, for a period of three (3) years from the expiration date of the contract

2. The contractor shall allow site visits by state agency personnel, or its designees, and shall make available such performance reviews, client files, and financial bookkeeping records as requested for examination. The contractor shall participate and cooperate in such site visits. The contractor shall require appropriate identification and/or documentation of authority of all persons making site visits and notify the state agency liaison when someone other than the state agency liaison or national affiliate requests access to their records.

7. Contract Compliance:

- 1. The state agency reserves the right to monitor the contract throughout the effective period of the contract to ensure compliance with contractual requirements. Additionally, the state agency reserves the right to audit all records related to the contractor's performance under the contract for a period of three (3) years from the expiration date of the contract.
 - a. The contractor shall cooperate with any state agency review of records and other documentation related to the contractor's performance under the contract
- 2. In the event the state agency determines the contractor to be non-compliant, or at risk for non-compliance with contractual requirements, the state agency shall have the right to impose special conditions or restrictions on the contractor to bring the contractor into compliance or to mitigate the risk of non-compliance
 - a. The state agency shall provide written notification to the contractor of the determination of non-compliance or the risk of non-compliance, identifying any special conditions or restrictions to be imposed by the state agency
 - b. Special conditions or restrictions may include, but are not limited to:
 - 1. Requiring the contractor to obtain additional technical assistance;
 - 2. Requiring additional levels of prior approval from the state agency for contract activities;
 - 3. Requiring additional or more detailed financial reports and/or other documentation;
 - 4. Additional, ongoing contract monitoring/oversight by the state agency; and/or
 - 5. Requiring the submission and implementation of a corrective action plan
- 3. In the event the state agency requires the contractor to submit and implement a corrective action plan, the state agency shall provide written notification to the contractor, identifying the specific performance and/or other contractual requirements that are not being met and the expected corrective resolution
 - a. The contractor shall submit a written corrective action plan to the state agency within the timeframes specified in the state agency notification
 - b. The corrective action plan must include the actions the contractor proposes to take to remedy concerns, timeframes for achieving such corrective actions, the person(s) responsible for the necessary action, the improvement that is expected, a description of how progress will be measured, and a description of the actions to be taken to prevent the situation from recurring
 - c. The state agency will notify the contractor in writing if the corrective action plan is approved or if modifications to the corrective action plan are required
 - 1. In the event the state agency requires changes to the corrective action plan, the contractor shall submit a revised corrective action plan within five (5) working days of receipt of the state agency's notification that changes are required
 - d. The contractor shall immediately implement the state agency-approved corrective action plan upon receipt from the state agency

8. Confidentiality:

- 1. Any information pertaining to specific individuals served under the contract, or otherwise protected from public disclosure by state and/or federal law shared by the parties as a result of the performance under the contract, shall remain confidential and only released to the public as permitted by applicable law No reports, documentation, or material prepared as required by the contract which pertains to individually identifiable persons shall be released to the public without the prior, written consent of each party, unless otherwise required by law
- If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or
 other similar documents upon request Failure of the contractor and any required personnel to sign such documents shall be a breach of contract and subject
 to the cancellation provisions of the contract
- 3. The contractor shall use appropriate administrative, physical, and technical safeguards to prevent use or disclosure of any information confidential by law that the contractor creates, receives, maintains, or transmits on behalf of the state agency other than as provided for by the contract Such safeguards shall include, but not be limited to:
 - a. Encryption of any portable device used to access or maintain confidential information or use of equivalent safeguard;
 - b. Encryption of any transmission of electronic communication containing confidential information or use of equivalent safeguard;
 - c. Workforce training on the appropriate uses and disclosures of confidential information pursuant to the terms of the contract;
 - d. Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of confidential information by its workforce and subcontractors, if applicable; and
 - e. Any other safeguards necessary to prevent the inappropriate use or disclosure of confidential information
- 4. The contractor shall agree that the use and disclosure of information on clients who are recipients of services is prohibited except as permitted under section 208 120 RSMo and other applicable state and federal law regarding confidentiality of personal information and public assistance programs

9. Contractor Qualifications:

Print Page 72 of 158

1. Pursuant to section 188 325 RSMo, the contractor must not be an organization or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions" and should be "exempt from income taxation pursuant to the United States Internal Revenue Code"

- 2. Pursuant to section 208 067 1 (1) RSMo, the contractor should be a not-for-profit entity that promotes one or more of the four purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
 - a. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - b. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - c. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - d. Encourage the formation and maintenance of two-parent families

10. Personnel Requirements:

- 1. Personnel The contractor shall provide sufficient personnel to perform the services required herein, including personnel who comply with the following minimum requirements to work directly with clients (hereinafter be referred to as case managers):
 - a. Credentialed Case Manager If licensure or certification is required by the case manager's profession for the performance of the specific services assigned to be performed, the contractor shall provide and assign credentialed case manager(s) who must meet the applicable licensing or certification requirements of the case manager's profession in the State of Missouri At a minimum, the contractor's credential case manager(s) must possess at least one (1) of the following qualifications:
 - 1. Registered Professional Nurse;
 - 2. Bachelor's Level Social Worker:
 - 3. Licensed Advanced Macro Social Worker, as defined in section 337 600 RSMo;
 - 4. Licensed Baccalaureate Social Worker, as defined in section 337 600 RSMo if under the direction supervision of a licensed Advanced Macro Social Worker or a licensed Master Social Worker;
 - 5. Licensed Master Social Worker, as defined in section 337 600 RSMo;
 - 6. Licensed Mental Health Professional (Licensed Clinical Social Worker and/or Licensed Professional Counselor);
 - 7. Case Manager with a master's degree in psychology or counseling from an accredited school; or
 - 8. Case Manager with a bachelor's degree in psychology, counseling, or a clinical field from an accredited school if under the direct supervision of a licensed Advanced Macro Social Worker or a licensed Master Social Worker
 - b. Non-credentialed Case Manager In the event that required services do not require a credentialed case manager, the contractor shall assign either a credentialed or a non-credentialed case manager to provide the service(s) The contractor's non-credentialed case manager(s) shall possess at least one (1) of the following qualifications:
 - 1. A minimum of 30 earned semester hours from an accredited college or university in one (1), or a combination of, the following fields:
- Social Work/Human Services;
- Social Welfare:
- Psychology;
- Sociology;
- Elementary Education;
- · Early Childhood Education;
- Secondary Education;
- · Special Education;
- · Counseling, Marriage and Family Therapy;
- Family and Child Development;
- Criminal Justice:
- · Juvenile Justice; or
- · Comparable human services related field
 - 2. A high school diploma or equivalent, with two (2) years of experience providing case management services similar to those required herein; or
 - 3. Licensed Practical Nurse
 - 2. Background Security Clearance Report The contractor, the contractor's direct service personnel, and the contractor's supervisors of personnel providing direct services must pass either a criminal record personal identifier (name-based) or a fingerprint based background security clearance search report prior to the provision of service and every two (2) years thereafter

Print Page 73 of 158

a. Information about obtaining the background security clearance reports and obtaining the required forms may be obtained from the Missouri State Highway Patrol, Criminal Justice Information Services (CJIS) Division, or via the Internet at the following address:

http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html

- 3. Pre-Assignment Screenings The contractor, the contractor's direct service personnel, and the contractor's supervisors of personnel providing direct services must pass the following pre-assignment screenings:
 - a. Abuse/neglect report check by the Family Care Safety Registry Background Investigation;
 - b. Abuse/neglect report check from the Department of Health and Senior Services, Employment Disqualification List; and
 - c. Abuse/neglect report check from the Employee Disqualification Registry from the Department of Mental Health
- 4. The contractor shall ensure that all personnel have appropriate training, education, and experience to fulfill the requirements of the assigned positions
- 5. The contractor shall maintain all applicable records, as outlined above, pertaining to all personnel associated with the administration of the Alternatives to Abortion program and the delivery of services to clients
- 6. Substitution of Personnel The contractor agrees and understands that the State of Missouri's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the proposal Therefore, the contractor agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of the state agency. The contractor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the state agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The State of Missouri agrees that an approval of a substitution will not be unreasonably withheld

7. Authorized Personnel:

- a. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A
- b. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state The state may also withhold up to twenty-five percent of the total amount due to the contractor
- c. The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies
- d. If the contractor meets the definition of a business entity as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:
 - Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program
 who are proposed to work in connection with the services required herein; AND
 - 2. Provide to the Division of Purchasing the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
 - 3. Submit to the Division of Purchasing a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization
- e. In accordance with subsection 2 of section 285 530, RSMo, the contractor should renew their Affidavit of Work Authorization annually A valid Affidavit of Work Authorization is necessary to award any new contracts

11. Financial Requirements:

- 1. Prior to any payments becoming due under the contract, the contractor must update their vendor registration with their ACH-EFT payment information at https://missouriBUYS mo gov
 - a. The contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT)

2. Allocations of Funding -

- a. The contractor shall be awarded a total cost allocation. The contractor may provide services above and beyond the total cost allocation award; however, the contractor shall not receive payment for services provided above and beyond the total cost allocation award identified in the Notice of Award.
- b. Throughout the contract period, the state agency reserves the sole right to adjust the contractor's total cost allocation due to changes in appropriations, budget restrictions, current, historic, and future estimated service usage, and other factors determined by the state agency, which may include, but not be limited to:
 - 1. Availability of funding;
 - 2. Previous billing practices of the contractor (i e Utilization of funding);
 - 3. Contractor performance; and
 - 4. Location or geographic region

Print Page 74 of 158

- c. The state agency will allocate funding for services on an annual basis and shall provide notification to the contractor of the total cost allocation amount. The amount of the annual total cost allocation shall be determined at the sole discretion of the state agency, without recourse. Such determination may include, but is not limited to, such factors as:
 - 1. Availability of funding;
 - 2. Previous billing practices of the contractor (i e Utilization of funding);
 - 3. Contractor performance; and
 - 4. Location or geographic region
- d. The contractor will be notified of any revisions to the total cost allocation through a contract amendment
- TANF Quarterly Expenditure Report The contractor (subrecipient) shall ensure that only TANF-allowable services are submitted on their quarterly expenditure report due to the state agency on the 15th day of the first month following the end of each quarter (October 15th, January 15th, April 15th, and July 15th) (refer to Attachment 5)
- 4. The contractor shall submit itemized invoices to the state agency liaison

Paragraph Revised by Addendum #1

a. By the 15th of the month, the contractor shall electronically submit an invoice for the monthly award amount. The monthly award amount is the total award amount divided by the number of months in the contract award period. The invoice form is included as Attachment 6

Paragraph Deleted by Addendum #1

b. DELETED

Paragraph Revised by Addendum #1

c. The state agency will compare the quarterly expenditure report with the total dollar paid to the contractor for the same quarter. If the dollars paid are greater than the dollars reported on the quarterly expenditure report, the state agency shall reduce the next monthly invoice by the corresponding dollar amount. If the dollars paid are less than the dollars reported on the quarterly expenditure report, the state agency shall increase the next monthly invoice by the corresponding dollar amount.

Paragraph Inserted by Addendum #1

- d. If the contractor's remaining award amount for the contract period becomes less than the monthly award amount, the state agency will reduce future invoices for the contract period
- 5. The state agency reserves the right to:
 - a. audit all invoices, in a manner determined by the state agency;
 - b. reject any invoice for good cause;
 - c. make invoice corrections and/or changes with appropriate notification to the contractor; and
 - d. recover from the contractor any funds for which adequate verification and documentation of expenditures, if required, is not maintained
- 6. The state agency is not required to make payment for services billed on invoices not submitted within the timeframes required by the contract
- 7. Notwithstanding any other payment provision of the contract, if the contractor fails to submit reports when due, or is indebted to the United States, the state agency may withhold payment or reject invoices under the contract
- 8. The state agency shall reject payment for the contractor's failure to perform or deliver the required work or services
- 9. If a request by the contractor for payment or reimbursement is denied, the state agency shall provide the contractor with written notice of the reason(s) for denial
- Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to taxes, shipping charges, interest, penalties, termination payments, attorney fees, liquidated damages, etc
- 11. If the contractor is overpaid by the state agency, upon official notification by the state agency, the contractor shall provide the state agency (1) with a check payable as instructed by the state agency in the amount of such overpayment at the address specified by the state agency or (2) deduct the total amount of overpayment from the subsequent monthly invoices as requested by the state agency
- 12. The contractor shall not utilize moneys received from the state agency under the contract to supplant local funds or subsidize services provided to other agencies, organizations or individuals

12. Other Contractual Requirements:

- Contract A binding contract shall consist of: (1) the RFP, addendums thereto, and any Best and Final Offer (BAFO) request(s) with RFP
 changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) the Division of
 Purchasing's acceptance of the proposal by "notice of award" All Exhibits and Attachments included in the RFP shall be incorporated into the contract by
 reference
 - a. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services Before providing equipment, supplies, and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency

Print Page 75 of 158

- b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein
- c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
- Contract Period The original contract period shall be as stated on page 1 of the Request for Proposal (RFP) The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing shall have the right, at its sole option, to renew the contract for three (3) additional one-year periods, or any portion thereof.
- 3. Renewal Periods In the event the Division of Purchasing exercises its option for renewal, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period except as stated herein in regard to pricing All prices for the renewal periods will remain the same as that specified in the Notice of Award for the original contract period unless changes to the funds for Alternatives to Abortion Program services are made by the Governor and/or the Missouri General Assembly
 - a. If the option for renewal is exercised by the Division of Purchasing, the contractor should submit a budget/price analysis of the guaranteed-not-to-exceed annual total price requested and a budget narrative
 - b. If additional funds beyond the \$3,225,000 00 are appropriated for the renewal period, the contractor may be given an opportunity to request an amount up to a new maximum total annual award price, based upon the additional funds, as specified in an amendment issued by the Division of Purchasing
 - c. The contractor shall understand and agree the state may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period. If funds are reduced, the contractor will be advised of the applicable decrease for the renewal period or portion thereof. If such reductions are rejected by the contractor, the contract may be terminated and a new procurement process may be conducted or, if applicable, the State of Missouri may re-allocate the funds amount for the remaining contractors. The State of Missouri reserves the right to determine the allocation of funds.

Paragraph Deleted by Addendum #1

1. DELETED

- 4. Termination The Division of Purchasing reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the Division of Purchasing, become the property of the State of Missouri. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.
 - a. If state and/or federal funds are not appropriated, continued, or available at a sufficient level to fund the contract, or in the event of a change in federal or state law relevant to the contract, the obligations of each party may, at the sole discretion of the State of Missouri, be terminated in whole or in part, effective immediately or as determined by the State of Missouri, upon written notice to the contractor from the State of Missouri

5. Transition:

- a. The contractor shall work with the state agency and any other organizations designated by the state agency to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the state agency
- b. Upon expiration, termination, or cancellation of the contract, the contractor shall assist the state agency to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the state agency If requested by the state agency, the contractor shall provide and/or perform any or all of the following responsibilities:
 - The contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which
 were required to be produced under the terms of the contract to the state agency and/or to the state agency's designee within seven (7) days
 after receipt of the written request in a format and condition that are acceptable to the state agency
 - The contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the state agency, in order to ensure the completion of such service prior to the expiration of the contract
 - 3. The contractor shall not accept any new clients in behalf of the state agency nor be paid for service to any new clients by the state agency if service is implemented after the termination or cancellation date of the contract. In the event that services for a client are referred or transferred to another organization, the contractor shall furnish all records, treatment plans, and recommendations, which are necessary to ensure continuity and consistency of care for the client
 - 4. If requested in writing via formal contract amendment, the contractor shall continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed sixty (60) calendar days after the expiration, termination, or cancellation date of the contract for a price not to exceed those prices set forth in the contract
- The contractor must obtain specific written approval from the state agency prior to providing continuing services to any client after the termination or cancellation of
 the contract. The written approval must identify the specific client and contain a date for the termination of service for the client.
- . The decision to allow a client to receive continuing services shall be made by the state agency on a case-by-case basis at its sole discretion
 - 6. Contractor Liability The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act
 - a. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract

Print Page 76 of 158

b. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees

- c. Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above) or (2) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility
- 7. Insurance The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.
 - a. In the event any insurance coverage is canceled, the state agency must be notified at least thirty (30) calendar days prior to such cancelation
- 8. Subcontractors Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor
 - a. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract
 - b. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein
 - c. Pursuant to subsection 1 of section 285 530, RSMo, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri In accordance with sections 285 525 to 285 550, RSMo, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285 530, RSMo, if the contract binding the contractor and subcontractor affirmatively states that:
 - 1. The direct subcontractor is not knowingly in violation of subsection 1 of section 285 530, RSMo, and shall not henceforth be in such violation
 - The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States
 - d. The contractor shall notify all subcontractor(s) of applicable Office of Management and Budget (OMB) administrative requirements, cost principles, other applicable federal rules and regulations, and funding source information as included herein
- 9. Participation by Other Organizations The contractor must comply with any Organization for the Blind/Sheltered Workshop, Service-Disabled Veteran Business Enterprise (SDVE), and/or Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation levels committed to in the contractor's awarded proposal
 - a. The contractor shall prepare and submit to the Division of Purchasing a report detailing all payments made by the contractor to Organizations for the Blind/Sheltered Workshops, SDVEs, and/or MBE/WBEs participating in the contract for the reporting period The contractor must submit the report on a monthly basis, unless otherwise determined by the Division of Purchasing
 - b. The Division of Purchasing will monitor the contractor's compliance in meeting the Organizations for the Blind/Sheltered Workshop and SDVE participation levels committed to in the contractor's awarded proposal. The Division of Purchasing in conjunction with the Office of Equal Opportunity (OEO) will monitor the contractor's compliance in meeting the MBE/WBE participation levels committed to in the contractor's awarded proposal. If the contractor's payments to the participating entities are less than the amount committed, the state may cancel the contract and/or suspend or debar the contractor from participating in future state procurements, or retain payments to the contractor in an amount equal to the value of the participation commitment less actual payments made by the contractor to the participating entity. If the Division of Purchasing determines that the contractor becomes compliant with the commitment, any funds retained as stated above, will be released
 - c. If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the contractor must obtain other certified MBE/WBEs or other organizations for the blind/sheltered workshops or other SDVEs to fulfill the participation requirements committed to in the contractor's awarded proposal
 - The contractor must obtain the written approval of the Division of Purchasing for any new entities This approval shall not be arbitrarily
 withheld
 - 2. If the contractor cannot obtain a replacement entity, the contractor must submit documentation to the Division of Purchasing detailing all efforts made to secure a replacement. The Division of Purchasing shall have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the contractor's participation commitment.
 - d. No later than 30 days after the effective date of the first renewal period, the contractor must submit an affidavit to the Division of Purchasing The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all contractor payments made to the Organizations for the Blind/Sheltered Workshops The contractor may use the affidavit available on the Division of Purchasing's website at http://oa.mo.gov/sites/default/files/bswaffidavit.doc or another affidavit providing the same information
- 10. Contractor Status The contractor is an independent contractor and shall not represent the contractor or the contractor's employees of the State of Missouri or an agency of the State of Missouri The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc, and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters
- 11. Coordination The contractor shall fully coordinate all contract activities with those activities of the state agency As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing throughout the effective period of the contract

Print Page 77 of 158

12. Property of State – The contractor shall agree and understand that all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the State of Missouri Upon expiration, termination, or cancellation of the contract, said items shall become the property of the State of Missouri, which shall include all rights and interests for present and future use or sale as deemed appropriate by the state agency

- a. The State of Missouri understands and agrees that any ancillary software tools or pre-printed materials (e g, project management software tools or training software tools, etc.) developed or acquired by the contractor that may be necessary to perform a particular service required hereunder but not required as a specific deliverable of the contract, shall remain the property of the contractor; however, the contractor shall be responsible for ensuring such tools and materials are being used in accordance with applicable intellectual property rights and copyrights
- b. The contractor shall further agree that no reports, documentation, or material prepared, including the program(s) developed as required by the contract, shall be used or marketed by the contractor or released to the public without the prior written consent of the state agency

13. Confidentiality:

- a. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency
- b. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document
- 14. Publicity Any publicity release mentioning contract activities shall reference the contract number and the state agency Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the state agency The contractor shall obtain approval from the state agency prior to the release of such publicity or publications
- 13. Federal Funds Requirements: The contractor shall understand and agree that the contract may involve the use of federal funds Therefore, for any federal funds used, the following paragraphs shall apply:
 - 1. Subrecipient of Federal Funds:
 - a. The state agency has determined the contract is subrecipient in nature as defined in 2 CFR § 200 330 For the purposes of the contract, the contractor has been determined to be a subrecipient of federal TANF funds
 - b. To the extents that the contract involves the use, in whole or in part, of federal funds, the contractor shall comply with the special conditions contained in Attachment 7
 - c. The contractor shall comply with the Federal Funds Subrecipient Requirements, attached hereto as Attachment 7 As used in Attachment 7, the term "subrecipient" shall refer to the contractor and the term "state agency" shall refer to the Office of Administration
 - 2. Steven's Amendment In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the contractor shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal funds unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
 - a. The percentage of the total costs of the program or project which will be financed with Federal funds;
 - b. The dollar amount of Federal funds for the project or program; and
 - c. The percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources
 - 3. The contractor shall comply with 31 U S C 1352 relating to limitations on use of appropriated funds to influence certain federal contracting and financial transactions No funds under the contract shall be used to pay the salary or expenses of the contractor, or agent acting for the contractor, to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or Missouri General Assembly The contractor shall comply with all requirements of 31 U S C 1352 which is incorporated herein as if fully set forth The contractor shall submit to the state agency, when applicable, Disclosure of Lobbying Activities reporting forms
 - 4. The contractor shall comply with the Pro-Children Act of 1994 (20 U S C 6081), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act
 - 5. The contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U S C 7401 et seq) and the Federal Water Pollution Control Act as amended (33 U S C 1251 et seq)
 - 6. The contractor shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988 and all applicable regulations. The contractor shall report any conviction of the contractor's personnel under a criminal drug statute for violations occurring on the contractor's premises or off the contractor's premises while conducting official business. A report of a conviction shall be made to the state agency within five (5) working days after the conviction.
 - 7. Contractor Whistleblower Protections:
 - a. The contractor shall comply with the provisions of 41 U S C 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing" In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment
 - b. The contractor's employees are encouraged to report fraud, waste, and abuse The contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies This notification must be in the predominant native language of the workforce
 - c. The contractor shall include this requirement in any agreement made with a subcontractor or subgrantee
 - 8. Non-Discrimination and ADA The contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P L 88-352) which prohibits discrimination on the basis of race, color, or national origin (this includes

Print Page 78 of 158

individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;

- b. Equal Pay Act of 1963 (P L 88 -38, as amended, 29 U S C Section 206 (d));
- c. Title IX of the Education Amendments of 1972, as amended (20 U S C 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex:
- d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U S C 794) and the Americans with Disabilities Act of 1990 (42 U S C 12101 et seq) which prohibit discrimination on the basis of disabilities;
- e. The Age Discrimination Act of 1975, as amended (42 U S C 6101-6107) which prohibits discrimination on the basis of age;
- f. Equal Employment Opportunity E O 11246, "Equal Employment Opportunity", as amended by E O 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity";
- g. Missouri State Regulation, 19 CSR 10-2 010, Civil Rights Requirements;
- h. Missouri Governor's E O #94-03 (excluding article II due to its repeal);
- i. Missouri Governor's EO #05-30; and
- j. The requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to the services provided via the contract

14. Business Associate Provisions:

- 1. Health Insurance Portability and Accountability Act of 1996, as amended The state agency and the contractor are both subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) (collectively, and hereinafter, HIPAA) and all regulations promulgated pursuant to authority granted therein The contractor constitutes a "Business Associate" of the state agency Therefore, the term, "contractor" as used in this section shall mean "Business Associate"
 - a. The contractor agrees that for purposes of the Business Associate Provisions contained herein, terms used but not otherwise defined shall have the same meaning as those terms defined in 45 CFR Parts 160 and 164 and 42 U S C §§ 17921 et. seq. including, but not limited to the following:
 - 1. "Access", "administrative safeguards", "confidentiality", "covered entity", "data aggregation", "designated record set", "disclosure", "hybrid entity", "information system", "physical safeguards", "required by law", "technical safeguards", "use" and "workforce" shall have the same meanings as defined in 45 CFR 160 103, 164 103, 164 304, and 164 501 and HIPAA
 - "Breach" shall mean the unauthorized acquisition, access, use, or disclosure of Protected Health Information which compromises the security
 or privacy of such information, except as provided in 42 U S C § 17921 This definition shall not apply to the term "breach of contract" as
 used within the contract
 - "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160 103, and in reference to the party to this agreement, shall mean the contractor
 - 4. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160 103, and in reference to the party to this agreement, shall mean the state agency
 - 5. "Electronic Protected Health Information" shall mean information that comes within paragraphs (1)(i) or (1)(ii) of the definition of Protected Health Information as specified below
 - 6. "Enforcement Rule" shall mean the HIPAA Administrative Simplification: Enforcement; Final Rule at 45 CFR Parts 160 and 164
 - 7. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164
 - 8. "Individual" shall have the same meaning as the term "individual" in 45 CFR 160 103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164 502 (g)
 - "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E
 - 10. "Protected Health Information" as defined in 45 CFR 160 103, shall mean individually identifiable health information:
- (a) Except as provided in paragraph (b) of this definition, that is: (i) Transmitted by electronic media; or (ii) Maintained in electronic media; or (iii) Transmitted or maintained in any other form or medium.
- (b) Protected Health Information excludes individually identifiable health information in (i) Education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and (iii) Employment records held by a covered entity (state agency) in its role as employer.
 - 11. "Security Incident" shall be defined as set forth in the "Obligations of the Contractor" section of the Business Associate Provisions
 - 12. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C
 - 13. "Unsecured Protected Health Information" shall mean Protected Health Information that is not secured through the use of a technology or methodology determined in accordance with 42 U S C § 17932 or as otherwise specified by the secretary of Health and Human Services
 - b. The contractor agrees and understands that wherever in this document the term Protected Health Information is used, it shall also be deemed to include Electronic Protected Health Information
 - c. The contractor must appropriately safeguard Protected Health Information which the contractor receives from or creates or receives on behalf of the

Print Page 79 of 158

- state agency To provide reasonable assurance of appropriate safeguards, the contractor shall comply with the business associate provisions stated herein, as well as the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) and all regulations promulgated pursuant to authority granted therein
- d. The state agency and the contractor agree to amend the contract as is necessary for the parties to comply with the requirements of HIPAA and the Privacy Rule, Security Rule, Enforcement Rule, and other rules as later promulgated (hereinafter referenced as the regulations promulgated thereunder) Any ambiguity in the contract shall be interpreted to permit compliance with the HIPAA Rules
- 2. Permitted Uses and Disclosures of Protected Health Information by the Contractor:
 - a. The contractor may not use or disclose Protected Health Information in any manner that would violate Subpart E of 45 CFR Part 164 if done by the state agency, except for the specific uses and disclosures in the contract
 - b. The contractor may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the state agency as specified in the contract, provided that such use or disclosure would not violate HIPAA and the regulations promulgated thereunder
 - c. The contractor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164 502(j)(1) and shall notify the state agency by no later than ten (10) calendar days after the contractor becomes aware of the disclosure of the Protected Health Information
 - d. If required to properly perform the contract and subject to the terms of the contract, the contractor may use or disclose Protected Health Information if necessary for the proper management and administration of the contractor's business
 - e. If the disclosure is required by law, the contractor may disclose Protected Health Information to carry out the legal responsibilities of the contractor
 - f. If applicable, the contractor may use Protected Health Information to provide Data Aggregation services to the state agency as permitted by 45 CFR 164 504(e)(2)(i)(B)
 - g. The contractor may not use Protected Health Information to de-identify or re-identify the information in accordance with 45 CFR 164 514(a)-(c) without specific written permission from the state agency to do so
 - h. The contractor agrees to make uses and disclosures and requests for Protected Health Information consistent with the state agency's minimum necessary policies and procedures
- 3. Obligations and Activities of the Contractor:
 - a. The contractor shall not use or disclose Protected Health Information other than as permitted or required by the contract or as otherwise required by law, and shall comply with the minimum necessary disclosure requirements set forth in 45 CFR § 164 502(b)
 - b. The contractor shall use appropriate administrative, physical and technical safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by the contract Such safeguards shall include, but not be limited to:
 - 1. Workforce training on the appropriate uses and disclosures of Protected Health Information pursuant to the terms of the contract;
 - Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of Protected Health Information by its workforce and subcontractors, if applicable;
 - 3. Encryption of any portable device used to access or maintain Protected Health Information or use of equivalent safeguard;
 - 4. Encryption of any transmission of electronic communication containing Protected Health Information or use of equivalent safeguard; and
 - 5. Any other safeguards necessary to prevent the inappropriate use or disclosure of Protected Health Information
 - c. With respect to Electronic Protected Health Information, the contractor shall use appropriate administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic Protected Health Information that contractor creates, receives, maintains or transmits on behalf of the state agency and comply with Subpart C of 45 CFR Part 164, to prevent use or disclosure of Protected Health Information other than as provided for by the contract
 - d. In accordance with 45 CFR 164 502(e)(1)(ii) and 164 308(b)(2), the contractor shall require that any agent or subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of the contractor agrees to the same restrictions, conditions, and requirements that apply to the contractor with respect to such information
 - e. By no later than ten (10) calendar days after receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall make the contractor's internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, created by, or received by the contractor on behalf of the state agency available to the state agency and/or to the Secretary of the Department of Health and Human Services or designee for purposes of determining compliance with the HIPAA Rules and the contract
 - f. The contractor shall document any disclosures and information related to such disclosures of Protected Health Information as would be required for the state agency to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 42 USCA §17932 and 45 CFR 164 528 By no later than five (5) calendar days of receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall provide an accounting of disclosures of Protected Health Information regarding an individual to the state agency. If requested by the state agency or the individual, the contractor shall provide an accounting of disclosures directly to the individual The contractor shall maintain a record of any accounting made directly to an individual at the individual's request and shall provide such record to the state agency upon request
 - g. In order to meet the requirements under 45 CFR 164 524, regarding an individual's right of access, the contractor shall, within five (5) calendar days following a state agency request, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, provide the state agency access to the Protected Health Information in an individual's designated record set However, if requested by the state agency, the contractor shall provide access to the Protected Health Information in a designated record set directly to the individual for whom such information relates
 - h. At the direction of the state agency, the contractor shall promptly make any amendment(s) to Protected Health Information in a Designated Record

Print Page 80 of 158

Set pursuant to 45 CFR 164 526

i. The contractor shall report to the state agency's Security Officer any security incident immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. For purposes of this paragraph, security incident shall mean the attempted or successful unauthorized access, use, modification or destruction of information or interference with systems operations in an information system. This does not include trivial incidents that occur on a daily basis, such as scans, "pings," or unsuccessful attempts that do not penetrate computer networks or servers or result in interference with system operations. By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the state agency's Security Officer with a description of any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan of action for approval that describes plans for preventing any such future security incidents

- j. The contractor shall report to the state agency's Privacy Officer any unauthorized use or disclosure of Protected Health Information not permitted or required as stated herein immediately upon becoming aware of such use or disclosure and shall take immediate action to stop the unauthorized use or disclosure By no later than five (5) calendar days after the contractor becomes aware of any such use or disclosure, the contractor shall provide the state agency's Privacy Officer with a written description of any remedial action taken to mitigate any harmful effect of such disclosure and a proposed written plan of action for approval that describes plans for preventing any such future unauthorized uses or disclosures
- k. The contractor shall report to the state agency's Security Officer any breach immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the state agency's Security Officer with a description of the breach, the information compromised by the breach, and any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan for approval that describes plans for preventing any such future incidents
- 1. The contractor's reports required in the preceding paragraphs shall include the following information regarding the security incident, improper disclosure/use, or breach, (hereinafter "incident"):
 - The name, address, and telephone number of each individual whose information was involved if such information is maintained by the contractor:
 - 2. The electronic address of any individual who has specified a preference of contact by electronic mail;
 - 3. A brief description of what happened, including the date(s) of the incident and the date(s) of the discovery of the incident;
 - 4. A description of the types of Protected Health Information involved in the incident (such as full name, Social Security Number, date of birth, home address, account number, or disability code) and whether the incident involved Unsecured Protected Health Information; and
 - 5. The recommended steps individuals should take to protect themselves from potential harm resulting from the incident
- m. Notwithstanding any provisions of the Terms and Conditions attached hereto, in order to meet the requirements under HIPAA and the regulations promulgated thereunder, the contractor shall keep and retain adequate, accurate, and complete records of the documentation required under these provisions for a minimum of six (6) years as specified in 45 CFR Part 164
- n. Contractor shall not directly or indirectly receive remuneration in exchange for any Protected Health Information without a valid authorization
- o. If the contractor becomes aware of a pattern of activity or practice of the state agency that constitutes a material breach of contract regarding the state agency's obligations under the Business Associate Provisions of the contract, the contractor shall notify the state agency's Security Officer of the activity or practice and work with the state agency to correct the breach of contract
- p. The contractor shall indemnify the state agency from any liability resulting from any violation of the Privacy Rule or Security Rule or Breach arising from the conduct or omission of the contractor or its employee(s), agent(s) or subcontractor(s). The contractor shall reimburse the state agency for any and all actual and direct costs and/or losses, including those incurred under the civil penalties implemented by legal requirements, including but not limited to HIPAA as amended by the Health Information Technology for Economic and Clinical Health Act, and including reasonable attorney's fees, which may be imposed upon the state agency under legal requirements, including but not limited to HIPAA's Administrative Simplification Rules, arising from or in connection with the contractor's negligent or wrongful actions or violations of this Agreement
- 4. Obligations of the State Agency:
 - a. The state agency shall notify the contractor of limitation(s) that may affect the contractor's use or disclosure of Protected Health Information, by providing the contractor with the state agency's notice of privacy practices in accordance with 45 CFR 164 520
 - b. The state agency shall notify the contractor of any changes in, or revocation of, authorization by an Individual to use or disclose Protected Health Information
 - c. The state agency shall notify the contractor of any restriction to the use or disclosure of Protected Health Information that the state agency has agreed to in accordance with 45 CFR 164 522
 - d. The state agency shall not request the contractor to use or disclose Protected Health Information in any manner that would not be permissible under HIPAA and the regulations promulgated thereunder
- 5. Expiration/Termination/Cancellation Except as provided in the subparagraph below, upon the expiration, termination, or cancellation of the contract for any reason, the contractor shall, at the discretion of the state agency, either return to the state agency or destroy all Protected Health Information received by the contractor from the state agency, or created or received by the contractor on behalf of the state agency, and shall not retain any copies of such Protected Health Information This provision shall also apply to Protected Health Information that is in the possession of subcontractor or agents of the contractor
 - a. In the event the state agency determines that returning or destroying the Protected Health Information is not feasible, the contractor shall extend the protections of the contract to the Protected Health Information for as long as the contractor maintains the Protected Health Information and shall limit the use and disclosure of the Protected Health Information to those purposes that made return or destruction of the information infeasible. If at any time it becomes feasible to return or destroy any such Protected Health Information maintained pursuant to this paragraph, the contractor must notify the state agency and obtain instructions from the state agency for either the return or destruction of the Protected Health Information
- 6. Breach of Contract In the event the contractor is in breach of contract with regard to the business associate provisions included herein, the contractor agrees that in addition to the requirements of the contract related to cancellation of contract, if the state agency determines that cancellation of the contract is not feasible, the State of Missouri may elect not to cancel the contract, but the state agency shall report the breach of contract to the Secretary of the Department of Health and Human Services

Print Page 81 of 158

3. proposal SUBMISSION INFORMATION

1. Submission of Proposals:

- 1. Geographic Regions The vendor may submit a proposal for one or more of the geographic regions identified in Attachment 1
 - a. In the event the vendor is proposing to provide services in one or more of the geographic regions, the vendor is encouraged to submit one proposal The vendor is encouraged to clearly organize the proposal in a manner so it is easily discernible which geographic region the information pertains to It is not necessary to repeat information that is applicable to all proposed geographic regions; however, the vendor should clearly articulate that the information pertains to all proposed services
- 2. Vendor Qualification Pursuant to section 188 325 RSMo, the vendor must not be an organization or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions" and should be "exempt from income taxation pursuant to the United States Internal Revenue Code"
 - a. The vendor should complete and return the attached Certification Regarding Compliance with Section 188 325, RSMo, Exhibit A, with the proposal If not submitted with the proposal, such certification shall be required prior to any contract award
 - b. The vendor should submit recent documentation from the Internal Revenue Service (IRS) indicating the vendor is exempt from income taxation pursuant to the United States Internal Revenue Code If the documentation is not recent, the vendor should also include a copy of the vendor's most recent Federal Tax filing of Form 990 or 990-EZ confirming the vendor is exempt from taxation
- 3. On-line Proposal If a registered vendor is responding electronically through the MissouriBUYS System website, in addition to completing the on-line pricing, the registered vendor should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered vendor is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing. Instructions on how a registered vendor responds to a bid on-line are available on the MissouriBUYS System website at: https://missouribuys.mo.gov/bidboard.html
 - a. The exhibits, forms, and Pricing Pages provided herein can be saved into a word processing document, completed by a registered vendor, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment Additional instructions for submitting electronic attachments are on the MissouriBUYS System website. Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any electronic attachments.
 - b. In addition, a registered vendor may submit the exhibits, forms, Pricing Pages, etc , through mail or courier service. However, any such submission must be received prior to the specified end date and time
 - c. If a registered vendor submits an electronic and hard copy proposal response and if such responses are not identical, the vendor should explain which response is valid. In the absence of an explanation, the State of Missouri shall consider the response which serves its best interest
- 4. Hard Copy Proposal If the vendor is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the vendor should include completed exhibits, forms, and other information concerning the proposal (including completed Pricing Page(s) with the proposal The vendor is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing
 - a. Recycled Products The State of Missouri recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment Accordingly, the vendor is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding Lengthy proposals may be submitted in a notebook or binder
 - b. The vendor should include five (5) additional copies along with their original proposal, for a total of six (6) The front cover of the original proposal should be labeled "original" and the front cover of all copies (the copy) should be labeled "copy" In case of a discrepancy between the original proposal and the copies, the original proposal shall govern
 - c. In addition, the vendor should provide a password protected copy of their entire proposal, including all attachments, in Microsoft compatible format on a CD(s) or flash drive The vendor should be sure to provide the password so that the State can access the documents The vendor should ensure all media are identical to the vendor's hardcopy original proposal In case of a discrepancy, the original hardcopy proposal document shall govern
- 5. Open Records Pursuant to section 610 021, RSMo, the vendor's proposal shall be considered an open record after a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Division of Purchasing's imaging system
 - a. The scanned information will be available for viewing through the Internet from the Division of Purchasing's Awarded Bid & Contract Document Search system Therefore, the vendor is advised not to include any information in the proposal that the vendor does not want to be viewed by the public, including personal identifying information such as social security numbers
 - 1. The vendor should not submit any client information including, but not limited to, individual names, location addresses, department client numbers (DCNs), dates of birth, and Social Security Number (SSNs)
 - 2. The Division of Purchasing is a governmental body under Missouri Sunshine Law (Chapter 610 RSMo) Section 610 011 RSMo requires that all provisions be "liberally construed and their exceptions strictly construed" to promote the public policy that records are open unless otherwise provided by law Regardless of any claim by a vendor as to material being proprietary and not subject to copying or distribution, or how a vendor characterizes any information provided in its proposal, all material submitted by the vendor in conjunction with the RFP is subject to release after the award of a contract in relation to a request for public records under the Missouri Sunshine Law (see Chapter 610 RSMo) Only information expressly permitted to be closed pursuant to the strictly construed provisions of Missouri's Sunshine Law will be treated as a closed record by the Division of Purchasing and withheld from any public request submitted to the Division of Purchasing after award Vendors should presume information provided to the Division of Purchasing in a proposal will be public following the award of the contract or after rejection of all proposals and made available upon request in accordance with the provisions of state law
 - 3. In no event will the following be considered confidential or exempt from the Missouri Sunshine Law:
- · Vendor's entire proposal;
- · Vendor's pricing;
- Vendor's proposed method of performance including schedule of events and deliverables;
- Vendor's experience information including customer lists or references; and

Print Page 82 of 158

- Vendor's product specifications unless specifications disclose scientific and technological innovations in which the owner has a proprietary interest (see section 610 021 RSMo, Paragraph 15)
 - 4. In the event that the vendor does submit information with their proposal that is allowed by the Missouri Sunshine Law to be exempt from public disclosure, such parts of their proposal must be separated and clearly marked as confidential within the vendor's proposal along with an explanation of what qualifies the material to be held as confidential pursuant to the provisions of section 610 021 RSMo The vendor's failure to follow this instruction shall relieve the state of any obligation to preserve the confidentiality of the documents
 - 5. The vendor's sole remedy for the state's denial of any confidentiality request shall be limited to withdrawal and return of their proposal at the vendor's expense
 - 6. Organization To facilitate the evaluation process, the vendor is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The vendor is cautioned that it is the vendor's sole responsibility to submit information related to the evaluation categories and that the State of Missouri is under no obligation to solicit such information if it is not included with the proposal. The vendor's failure to submit such information may cause an adverse impact on the evaluation of the proposal. The organization of the proposal is left to the discretion of the vendor; however the following order is recommended and preferred
 - a. The proposal should be page numbered and should have an index and/or table of contents referencing the appropriate page number
 - b. The signed page one from the original RFP and all signed amendments should be placed at the beginning of the proposal
 - c. Each of the following sections should be titled and all material related to that category should be included therein
 - 1. Vendor Qualification
- Exhibit A Certification Regarding Compliance with Section 188 325, RSMo, regarding performing, inducing, or assisting in the performing or inducting of or referring for an abortion
 - 2. Cost
- Pricing Pages
- 3. Vendor's Experience and Reliability and Expertise of Personnel
- Exhibit B Vendor Information
- Exhibit C Certification Regarding Exemption from Income Taxation
- Exhibit D Current/Prior Experience
- Exhibit E Expertise of Key Personnel
 - 4. Proposed Method of Performance
- Exhibit F Method of Performance
- Exhibit G Implementation or Readiness Plan
- Exhibit H Client Scenario
 - 5. Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation, Organizations for the Blind and Sheltered Workshop Preference, and/or Missouri Service-Disabled Veteran Business Enterprise Participation
- Exhibit I-Participation Commitment
- Exhibit J-Documentation of Intent to Participate
 - 6. Miscellaneous Information
- · Exhibit K- Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization and Documentation
- Exhibit L-Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction
- Exhibit M-Miscellaneous Information
 - 7. Questions Regarding the RFP Except as may be otherwise stated herein, the vendor and the vendor's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFP. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Vendors and their agents who have questions regarding this matter should contact the buyer.
 - a. The buyer may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-526-9816
 - b. Only those questions which necessitate a change to the RFP will be addressed via an addendum to the RFP Written records of the questions and answers will not be maintained Vendors are advised that any questions received less than ten calendar days prior to the RFP opening date may not be addressed
 - c. The vendor may contact the Office of Equal Opportunity (OEO) regarding MBE/WBE certification or subcontracting with MBE/WBE companies
 - 2. Competitive Negotiation of Proposals The vendor is advised that under the provisions of this Request for Proposal, the Division of Purchasing reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations If such negotiations are conducted, the following conditions shall apply:
 - 1. Negotiations may be conducted in person, in writing, or by telephone
 - 2. Negotiations will only be conducted with potentially acceptable proposals. The Division of Purchasing reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All vendors involved in the negotiation process will be invited to submit a best and final offer.
 - 3. Terms, conditions, prices, methodology, or other features of the vendor's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the vendor may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal

Print Page 83 of 158

4. The mandatory requirements of the Request for Proposal shall <u>not</u> be negotiable and shall remain unchanged unless the Division of Purchasing determines that a change in such requirements is in the best interest of the State of Missouri

3. Evaluation and Award Process:

- 1. Evaluation
 - a. After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below The contracts shall be awarded to the lowest and best proposals

Evaluation Criteria Scoring Category	Maximum Points
Cost	80 points
Vendor's Experience and Reliability and Expertise of Personnel	60 points
Method of Performance	50 points
MBE/WBE Participation	10 points
TOTAL	200 points

- b. Separate evaluations shall be conducted by geographic region, for a total of nine (9) evaluations
- c. After completion of the subjective and objective evaluation, the proposals shall be ranked in lowest and best order, beginning with the proposal receiving the highest combined total of subjective and objective points, including consideration of preference points

2. Award Process -

- a. Total Cost Allocation -
 - 1. The state agency anticipates a total of approximately \$3,225,000 00 to be appropriated for Alternatives to Abortion Program services across all the geographic regions for the period of the effective date of the contract through May 31, 2017 The state agency anticipates, but does not guarantee, the amount of funding to be allocated by geographic region in the following approximate percentages of the total:

Geographic Region	Funding Allocation Approximate Percentage
Geographic Region 1	3 99%
Geographic Region 2	3 40%
Geographic Region 3	20 51%
Geographic Region 4	9 52%
Geographic Region 5	3 52%
Geographic Region 6	31 79%
Geographic Region 7	17 10%
Geographic Region 8	3 12%
Geographic Region 9	7 05%

- 2. However, the amount of funding awarded for the original contract period for one or more geographic regions may be reduced or increased based upon any funding that has been expended prior to the date of contract award, or based on other circumstances
- b. Top-ranked Vendor, per geographic region: The top-ranked vendor per geographic region shall be awarded a contract for either the Maximum Annual Total Price, as quoted on the Pricing Page, or the maximum percentage of the funding allocation as specified in the following table, whichever is less The percentage of the funding allocation awarded to the top ranked vendor is contingent upon the total number of responsive proposals received and considered for contract award, as specified in the following table:

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	Maximum Percentage of the Funding Allocation for the Top- Ranked Vendor, per Geographic Region
One Proposal	100%
Two Proposals	60%
Three Proposals	40%
Four Proposals	30%
Five or More Proposals	20%

c. Second-ranked Vendor, per geographic region:

 The second-ranked vendor, per geographic region shall be awarded a contract based on the vendor's Maximum Annual Total Price and Minimum Annual Total Price, as quoted on the Pricing Page, and the maximum percentage of the funding allocation as specified in the following table. The percentage of the funding allocation awarded for the second-ranked vendor is contingent upon the total number of responsive proposals received and considered for contract award, as specified in the following table:

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	Maximum Percentage of the Funding Allocation for the Second- ranked Vendor, per Geographic Region
Two Proposals	40%
Three Proposals	30%
Four Proposals	23 3% (approximately)
	80% divided by the number of proposals received less the top-ranked
Five or More Proposals	proposals (Example: Eleven responsive proposals received and
	considered for contract award less the top
	ranked proposal equals 8% [80% divided
	by ten (10)])

- If there are not enough funds remaining to award the second-ranked vendor the vendor's Minimum Annual Total Price required to provide services pursuant to the available funds, the vendor shall not receive a contract award
- d. Next-ranked vendor(s), per geographic region:
 - If funds remain after the award of a contract to the top-ranked vendor and the award/non-award of a contract to the second-ranked vendor, the
 state shall continue awarding contracts to the next ranking vendors in the manner specified above until the available funding allocations for the
 geographic region is expended. The percentage of the funding allocation awarded for the next-ranked vendor is contingent upon the total
 number of responsive proposals received and considered for contract award, as specified in the following table:

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	Maximum Percentage of the Funding Allocation for the Next-ranked Vendor, per Geographic Region
Three Proposals	30%
Four Proposals	23 3% (approximately)
Five or More Proposals	80% divided by the number of proposals received less the top-ranked proposals (Example: Eleven responsive proposals received and considered for contract award less the top ranked proposal equals 8% [80% divided by ten (10)])

- e. If funds remain after each vendor is awarded a contract as specified above, the top-ranked vendor shall be awarded a contract for the vendor's Maximum Annual Total Price, or a portion thereof, contingent upon the amount of the funding allocation remaining. If funds continue to remain after the award of the contract to the top-ranked vendor for the vendor's Maximum Annual Total Price, the state shall continue awarding contracts in the same manner to the second-ranked vendor(s), etc. until the total available funding allocation is expended.
- f. If the total available funding is not awarded, the State of Missouri shall have the right to utilize the remaining funds in a manner in the best interest

Print Page 85 of 158

of the State of Missouri The decision regarding remaining funds rests solely with the State of Missouri

g. Although the State of Missouri intends to award multiple contracts in each geographic region, the State of Missouri reserves the right to not award lower ranking vendors for reasons based on the overall ranking and/or funding allocation

Paragraph Revised by Addendum #1

h. The Notice of Award will specify the awarded maximum annual total price

Paragraph Deleted by Addendum #1

1. DELETED

Paragraph Revised by Addendum #1

i. In the event the contract period is greater/less than a 12-month period (as identified on the Notice of Award), the vendor's awarded Maximum Annual Total Price shall be prorated to a price per month and multiplied by the number of months in the awarded contract period

- 4. Evaluation of Cost:
 - 1. Pricing The vendor must provide pricing as required on the Pricing Page

Paragraph Revised by Addendum #1

a. Objective Evaluation of Cost – The total cost points assigned to a vendor shall be the sum of the non-residential services cost points plus the residential care services cost points

Paragraphs Inserted by Addendum #1

- Non-Residential Services The cost evaluation shall be based upon the price per client, per month The maximum cost evaluation points for non-residential services shall be 55 points
- · Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

Lowest Responsive Vendor's Price X Maximum Cost Evaluation points = Assigned Cost Points (55)

- Residential Care Services The cost evaluation shall be based upon the price per client, per month The maximum cost evaluation points for residential care services shall be 25 points
- · Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

Lowest Responsive Vendor's Price X (25) Compared Vendor's Price	Assigned Cost Points	
Paragraph Deleted by Addendum #1		

b. DELETED

- 5. Evaluation of Vendor's Experience and Reliability and Expertise of Personnel:
 - Experience and reliability of the vendor's organization will be considered subjectively in the evaluation process. Therefore, the vendor is advised to submit
 information concerning the vendor's organization and information documenting the vendor's experience in past performances, especially those
 performances related to the requirements of this RFP. If the vendor is proposing an entity other than the vendor to perform the required services, the
 vendor should also submit the information requested for such proposed subcontractor.
 - a. Vendor Information The vendor should provide information about the vendor's organization on Exhibit B
 - Pursuant to section 208 067 1 (1) RSMo, additional consideration will be given if a vendor is a not-for-profit entity that promotes one (1) or
 more of the four (4) purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity
 Reconciliation Act of 1996 The vendor should complete and return the table referenced in item 5 of Exhibit B to indicate if the vendor is a
 non-for-profit entity that promotes one (1) or more of the four (4) purposes
 - Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - Encourage the formation and maintenance of two-parent families
 - Pursuant to section 188 325 RSMo, additional consideration will be given if the vendor is an organization "exempt from income taxation
 pursuant to the United States Internal Revenue Code" Such vendors should complete and return the attached certification regarding section
 188 325, RSMo, Exhibit C, with the proposal
 - b. Experience The vendor should provide information related to previous and current services/contracts of the vendor or any proposed subcontractor where performance was similar to the required services of this RFP The information may be shown on Exhibit D or in a similar manner
 - As part of the evaluation process, the State of Missouri may contact the vendor's references, including references not listed or identified within
 the vendor's proposal but who have current or previous experiences with the vendor

Print Page 86 of 158

- 2. The vendor shall agree and understand that the State of Missouri is not obligated to contact the vendor's references
- 2. The qualifications of the personnel proposed by the vendor to perform the requirements of this RFP, whether from the vendor's organization or from a proposed subcontractor, will be subjectively evaluated Therefore, the vendor should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel
 - a. Personnel Expertise The vendor should provide the information requested on Exhibit E for each key person, specifically the contract representative and credentialed case managers, proposed to provide the services required herein
 - The information provided should be structured to emphasize relevant qualifications and experience of the personnel in completing contracts/performing services of a similar size and scope to the requirements of this RFP
 - b. Personnel Qualifications If personnel are not yet hired, the vendor should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired
- 6. **Evaluation of Method of Performance** Proposals will be subjectively evaluated based on the vendor's plan for performing the requirements of the RFP Therefore, the vendor should present information which demonstrates the method or manner in which the vendor proposes to satisfy these requirements and which confirms the vendor's ability to satisfy the requirements The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action
 - 1. Description of Proposed Services Exhibit F is provided for the vendor's use in providing information about the proposed method of performance In addition, each paragraph within the Contractual Requirements should be addressed by providing a description of how the vendor proposes to perform or comply with the requirement and otherwise detailing the vendor's understanding and ability to successfully perform the requirement. When responding to the appropriate provisions in the Contractual Requirements, the vendor should identify the paragraph or subparagraph number and then provide the additional elaboration describing the vendor's plans for performing or meeting the requirement.
 - 2. Implementation or Readiness Plan The vendor should complete Exhibit G, or any other format, to describe the proposed schedule for the implementation of the required services beginning from the date of state agency authorization to proceed with services to the day services are fully operational. The vendor should present the information as calendar days following the date of state agency authorization to proceed with services and not actual dates. In the event of overlapping or concurrent tasks, a timeline (PERT, bar, line, etc.) may be used. If the vendor is already providing the services, the vendor should provide a statement of readiness.
 - 3. Client Scenario The vendor's proposal will be evaluated based on the vendor's distinctive plan for accomplishing the requirements of the RFP for the scenario presented in Exhibit H Therefore, the vendor should present a description of the vendor's methodology and submit any and all information necessary to demonstrate the vendor's qualifications, capabilities, resources, etc, to perform the requirements of the RFP in accomplishing the scenario outlined on Exhibit H The vendor should provide a total price with a price analysis for the client services identified in the narrative
 - a. The vendor is advised that all information contained in the scenario narrative and the total price analysis will be utilized in the evaluation of the vendor's proposal, including all evaluation criteria specified herein
 - b. The vendor is further advised that although the amount of information presented in the scenario is limited, the vendor should use every effort to prepare a response to the scenario which demonstrates the vendor's capabilities, methodology, and cost for providing client services
 - c. The vendor is advised that the prices of the individual components included in the total price on Exhibit H may be compared with the prices stated on the Pricing Pages The assigned tasks of personnel described in the narrative may be compared with the qualifications of the proposed personnel and utilized in the evaluation in any manner deemed necessary by the State of Missouri
- 7. Evaluation of Vendor's Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Participation:
 - In order for the Division of Purchasing (Purchasing) to meet the provisions of Executive Order 05-30, the vendor should secure participation of certified MBEs and WBEs in providing the products/services required in this RFP The targets of participation recommended by the State of Missouri are 10% MBE and 5% WBE of the total dollar value of the contract
 - a. These targets can be met by a qualified MBE/WBE vendor themselves and/or through the use of qualified subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful opportunities for MBE/WBE participation
 - b. The services performed or the products provided by MBE/WBEs must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract Therefore, if the services performed or the products provided by MBE/WBEs is utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - c. In order to be considered as meeting these targets, the MBE/WBEs must be "qualified" by the proposal opening date (date the proposal is due) (See below for a definition of a qualified MBE/WBE)
 - 2. The vendor's proposed participation of MBE/WBE firms in meeting the targets of the RFP will be considered in the evaluation process as specified below:
 - a. <u>If Participation Meets Target:</u> Vendors proposing MBE and WBE participation percentages that meet the State of Missouri's target participation percentage of 10% for MBE and 5% for WBE shall be assigned the maximum stated MBE/WBE Participation evaluation points
 - b. <u>If Participation Exceeds Target:</u> Vendors proposing MBE and WBE participation percentages that exceed the State of Missouri's target participation shall be assigned the same MBE/WBE Participation evaluation points as those meeting the State of Missouri's target participation percentages stated above.
 - c. <u>If Participation Below Target:</u> Vendors proposing MBE and WBE participation percentages that are lower than the State of Missouri's target participation percentages of 10% for MBE and 5% for WBE shall be assigned a proportionately lower number of the MBE/WBE Participation evaluation points than the maximum MBE/WBE Participation evaluation points
 - d. If No Participation: Vendors failing to propose any commercially useful MBE/WBE participation shall be assigned a score of 0 in this evaluation category
 - 3. MBE/WBE Participation evaluation points shall be assigned using the following formula:

Vendor's Proposed MBE % ≤ 10% + WBE % ≤ 5%	

Print Page 87 of 158



4. If the vendor is proposing MBE/WBE participation, in order to receive evaluation consideration for MBE/WBE participation, the vendor <u>must</u> provide the following information with the proposal

- a. Participation Commitment If the vendor is proposing MBE/WBE participation, the vendor must complete Exhibit I, Participation Commitment, by listing each proposed MBE and WBE, the committed percentage of participation for each MBE and WBE, and the commercially useful products/services to be provided by the listed MBE and WBE If the vendor submitting the proposal is a qualified MBE and/or WBE, the vendor must include the vendor in the appropriate table on the Participation Commitment Form
- b. Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each MBE and WBE proposed or must provide a letter of intent signed and dated no earlier than the RFP issuance date by each MBE and WBE proposed which: (1) must describe the products/services the MBE/WBE will provide and (2) should include evidence that the MBE/WBE is qualified, as defined herein (i e, the MBE/WBE Certification Number or a copy of MBE/WBE certificate issued by the Missouri OEO) If the vendor submitting the proposal is a qualified MBE and/or WBE, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent
- 5. Commitment If the vendor's proposal is awarded, the percentage level of MBE/WBE participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- 6. Definition -- Qualified MBE/WBE:
 - a. In order to be considered a qualified MBE or WBE for purposes of this RFP, the MBE/WBE must be certified by the State of Missouri, Office of Administration, Office of Equal Opportunity (OEO) by the proposal opening date
 - b. MBE or WBE means a business that is a sole proprietorship, partnership, joint venture, or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it
 - c. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts, and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration, Washington, D C
- 7. Resources A listing of several resources that are available to assist vendors in their efforts to identify and secure the participation of qualified MBEs and WBEs is available at the website shown below or by contacting the Office of Equal Opportunity (OEO) at:

Office of Administration, Office of Equal Opportunity (OEO)
Harry S Truman Bldg , Room 630, P O Box 809, Jefferson City, MO 65102-0809
Phone: (877) 259-2963 or (573) 751-8130
Fax: (573) 522-8078
Web site: http://oeo mo gov

8. Miscellaneous Submittal Information:

- 1. Organizations for the Blind and Sheltered Workshop Preference Pursuant to section 34 165, RSMo, and 1 CSR 40-1 050, a ten (10) bonus point preference shall be granted to vendors including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for the blind established pursuant to 41 U S C sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178 920, RSMo
 - a. In order to qualify for the ten bonus points, the following conditions must be met and the following evidence must be provided:
 - 1. The vendor must either be an organization for the blind or sheltered workshop or must be proposing to utilize an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million
 - 2. The services performed or the products provided by an organization for the blind or sheltered workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract Therefore, if the services performed or the products provided by the organization for the blind or sheltered workshop is utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - 3. If the vendor is proposing participation by an organization for the blind or sheltered workshop, in order to receive evaluation consideration for participation by the organization for the blind or sheltered workshop, the vendor must provide the following information with the proposal:
 - Participation Commitment The vendor must complete Exhibit I, Participation Commitment, by identifying the organization for the blind or sheltered workshop and the commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop If the vendor submitting the proposal is an organization for the blind or sheltered workshop, the vendor must be listed in the appropriate table on the Participation Commitment Form
 - Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by the organization for the blind or sheltered workshop proposed or must provide a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the organization for the blind or sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide and (2) should include evidence of the organization for the blind/sheltered workshop qualifications (e g copy of certificate or Certificate Number for Missouri Sheltered Workshop)

NOTE: If the vendor submitting the proposal is an organization for the blind or sheltered workshop, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

b. A list of Missouri sheltered workshops can be found at the following internet address:

http://dese.mo.gov/special-education/sheltered-workshops/directories

Print Page 88 of 158

c. The websites for the Missouri Lighthouse for the Blind and the Alphapointe Association for the Blind can be found at the following internet addresses:

> http://www lhbindustries com http://www alphapointe org

- d. Commitment If the vendor's proposal is awarded, the organization for the blind or sheltered workshop participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- Service-Disabled Veteran Business Enterprises (SDVEs) Pursuant to section 34 074, RSMo, and 1 CSR 40-1 050, the Division of Purchasing
 (Purchasing) has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran
 business enterprises (SDVEs) A three (3) point bonus preference shall be granted to vendors including products and/or services manufactured, produced or
 assembled by a qualified SDVE
 - a. In order to qualify for the three bonus points, the following conditions must be met and the following evidence must be provided:
 - 1. The vendor must either be an SDVE or must be proposing to utilize an SDVE as a subcontractor and/or supplier that provides at least three percent (3%) of the total contract value
 - 2. The services performed or the products provided by the SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract Therefore, if the services performed or the products provided by the SDVE are utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - 3. In order to receive evaluation consideration for participation by an SDVE, the vendor <u>must</u> provide the following information with the proposal:
 - Participation Commitment The vendor must complete Exhibit I, Participation Commitment, by identifying each proposed SDVE, the
 committed percentage of participation for each SDVE, and the commercially useful products/services to be provided by the listed SDVE If
 the vendor submitting the proposal is a qualified SDVE, the vendor must be listed in the appropriate table on the Participation Commitment
 Form
 - Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by the SDVE or a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the SDVE which: (1) must describe the products/services the SDVE will provide and (2) must include the SDV Documents described below as evidence that the SDVE is qualified, as defined herein
- Service-Disabled Veteran (SDV) Documents If a participating organization is an SDVE, unless previously submitted within the past five (5) years to the Purchasing, the vendor <u>must</u> provide the following Service-Disabled Veteran (SDV) documents:
- a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty); and
- a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs

NOTE:

- a. If the vendor submitting the proposal is a qualified SDVE, the vendor must include the SDV Documents as evidence that the vendor qualifies as an SDVE However, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent
- b. If the SDVE and SDV are listed on the following internet address, the vendor is not required to provide the SDV Documents listed above

http://content oa mo gov/sites/default/files/sdvelisting pdf

- b. Commitment If awarded a contract, the SDVE participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- c. Definition Qualified SDVE:
 - SDVE is doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an
 office of a registered agent;
 - 2. SDVE has not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs;
 - 3. SDVE has the management and daily business operations controlled by one (1) or more SDVs;
 - 4. SDVE has a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), and a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
 - 5. SDVE possesses the power to make day-to-day as well as major decisions on matters of management, policy, and operation
- 3. Affidavit of Work Authorization and Documentation Pursuant to section 285 530, RSMo, if the vendor meets the section 285 525, RSMo, definition of a "business entity" (https://www.moga.mo.gov/statutes/C200-299/2850000525 HTMD), the vendor must affirm the vendor's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein The vendor should complete applicable portions of Exhibit K, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization The applicable portions of Exhibit K must be submitted prior to an award of a contract
- 4. Debarment Certification The vendor certifies by signing the signature page of this original document and any addendum signature page(s) that the vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. The vendor should complete and return the attached certification regarding debarment, etc., Exhibit L with the proposal. This document must be satisfactorily completed prior to award of the contract.

Print Page 89 of 158

- 5. The vendor should complete and submit Exhibit M, Miscellaneous Information
- 6. Business Compliance The vendor must be in compliance with the laws regarding conducting business in the State of Missouri The vendor certifies by signing the signature page of this original document and any addendum signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award The vendor shall provide documentation of compliance upon request by the Division of Purchasing The compliance to conduct business in the state shall include, but not necessarily be limited to:
 - a. Registration of business name (if applicable) with the Secretary of State at http://sos.mo.gov/business/startBusiness asp
 - b. Certificate of authority to transact business/certificate of good standing (if applicable)
 - c. Taxes (e g , city/county/state/federal)
 - d. State and local certifications (e g , professions/occupations/activities)
 - e. Licenses and permits (e g, city/county license, sales permits)
 - f. Insurance (e g, worker's compensation/unemployment compensation)

The vendor should refer to the Missouri Business Portal at http://business mo gov for additional information

Pricing Page Revised by Addendum #1

4. PRICING PAGE

Alternatives to Abortion Program Services – Complete the following table for each geographic region proposed All costs associated with providing the required services shall be included in the stated price(s) (UNSPSC Code: 85101703)

Paragraph Revised by Addendum #1

Maximum Annual Total Price - The vendor shall provide a maximum annual total price (price to provide services for twelve [12] months) for the provision
of the Alternatives to Abortion Program Services in accordance with the provisions and requirements of this RFP

Paragraph Revised by Addendum #1

2. Minimum Annual Total Price Required to Provide Services- The vendor should state the minimum annual total price required to provide services and for which the vendor must be awarded in order to accept an award. In the event a minimum is not specified, it shall be assumed a minimum does not apply

Paragraph Deleted by Addendum #1

3. DELETED

Paragraph Inserted by Addendum #1 and subsequent paragraphs renumbered accordingly

4. Non-Residential Services, Price Per Client Per Month – The vendor shall provide a price per client, per month for providing all services to clients in a non-residential setting, including assistance provided for emergency shelter housing/housing in accordance with the provisions and requirements herein

Paragraph Inserted by Addendum #1

- Residential Care Services, Price Per Client, Per Month The vendor shall provide a price per client, per month for providing all services within a residential care setting in accordance with the provisions and requirements herein
- 6. The vendor should review the Award Process (section 3 3 2 of the RFP) herein for further information regarding awards
- 7. When calculating prices to propose, the vendor should be aware of the possibility that the state agency may not receive any additional appropriated funds during the life of the contract (potential original contract period plus three (3) one year renewals) If the state agency is allocated additional funds, there may be an opportunity for an increase to the total annual award price; refer to the Renewal Periods requirements, paragraph 2 12 3, herein

PRICING PAGE, continued Pricing Table Revised by Addendum #1 Original Contract Minimum Annual Non-Residential Residential Care Total Price Required Maximum Services, Price Services, Price Geographic Line Item **Annual Total** to Provide Services Per Client, Per Per Client, Per Region Price (based upon (based upon a 12-Month Month month period) a 12-month period)

6	6	s	s	s	s
7	7	\$	<u> </u>	s	s
8	8	S	s	s	s
9	9	s	<u></u>	<u> </u>	<u> </u>

EXHIBIT A

CERTIFICATION REGARDING COMPLIANCE WITH SECTION 188.325, RSMO

Regarding performing, inducing, or assisting in the performing or inducing of or referring for abortions

The vendor certifies, by submission of the proposal and by signing below, that the vendor is not an organization, or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions"

Name and Title of	Authorized Representative	
Signature	Date	

EXHIBIT B

VENDOR INFORMATION

The vendor should provide the following information about the vendor's organization:

- 1. Provide a brief company history, including the founding date and number of years in business as currently constituted.
- 2. Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.
- 3. Provide a list of and a short summary of information regarding the vendor's current contracts for similar services.
- 4. List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.
- 5. In the table below, indicate if the vendor is a not-for-profit entity that promotes one or more of the following four (4) purposes established by Congress under 42 U.S.C. Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. If a not-for-profit entity, describe past experience relative to the four (4) purposes.

Not-for-profit entity that promotes one or more of the following (4) pu	rposes: YES	NO
	Clearly identify describe	and
Identify specific information about experience:	experience	
Providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives		
Ending the dependence of needy parents on government benefits by promoting job preparation, work, and marriage		
Preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies		
Encouraging the formation and maintenance of two-parent families		

- 6. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.
- 7. Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.

EXHIBIT c

CERTIFICATION REGARDING EXEMPTION FROM INCOME TAXATION

The vendor certifies, by submission of the proposal and by signing below, that the vendor is "exempt from income taxation pursuant to the United States Internal Revenue Code"

Code		
Name and Title of Au	thorized Representative	
Signature	Date	

EXHIBIT D CURRENT/PRIOR EXPERIENCE

The vendor should copy and complete this form documenting the vendor and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Vendor Name or Subcontractor Name:	
(if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Service/Contract:	
If service/contract has terminated, specify reason:	
Size of Service such as:	
Number of Individuals Being Served	411
Total Annual Value/Volume	
Size of Service/Contract (in terms of vendor's total amount of business)	
Description of Services Performed, such as:	
Population Served	
Type of Services Performed	
Geographic Area Served	
Vendor s specific duties and strategic objective	
Personnel Assigned to Service/Contract (include position title):	

EXHIBIT E

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed Identify the geographic region(s) the proposed key personnel will provide service in)

Title of Position: Contract Representative Geographic Region(s):	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to vendor If employee, # of years If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months	
Previous employer(s), positions, and dates	
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
Early childhood development	
Family/marital counseling	
Social work	
Case management	
Program administration	

	EXHIBIT E, continued			
Title of Position: Credentialed Case Manager Geographic Region(s):				
Name of Person:				
Educational Degree (s): include college or university, major, and dates				
License(s)/Certification(s), #(s), expiration date(s), if applicable:				
Specialized Training Completed				
# of years' experience in area of service proposed to provide:				
Describe person's relationship to vendor If employee, # of years If subcontractor, describe other/past working relationships				
Describe this person's responsibilities over the past 12 months				
Previous employer(s), positions, and dates				
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience			
Early childhood development				
Family/marital counseling				

10/18/2017 about:blank

Print Page 92 of 158

Social work	
Case management	
Program administration	

Exhibit Revised by Addendum #1

EXHIBIT F METHOD OF PERFORMANCE

The vendor should present a written plan for performing the requirements specified in this Request for Proposal In presenting such information, the vendor should specifically address each of the following issues:

1. For each geographic region proposed, identify the service location as well as any satellite locations. Describe the geographic proximity of the services being proposed to the majority of clients to be served. Describe how women initially access services and locate the service location/satellite location.

GEOGRAPHIC REGION ____

(Identify the geographic region. If proposing multiple geographic regions,

copy and complete this table for each geographic region proposed.)

Identify the service location:

Identify the satellite location(s)

Describe the geographic proximity of the services being proposed to the majority of the clients served.

Describe how women initially access service and locate the service location/satellite location.

2. For each geographic region proposed, describe the demographic profile of the at-risk population to be served. Describe outreach strategies for reaching the targeted at-risk population(s), including strategies for addressing the cultural diversity of targeted clients

GEOGRAPHIC REGION _

(Identify the geographic region. If proposing multiple geographic regions,

copy and complete this table for each geographic region proposed.)

Describe the demographic profile of the at-risk population to be served.

Describe outreach strategies for reaching the targeted population.

3. For each geographic region proposed, describe the marketing of services.

Item Revised by Addendum #1

4. For each geographic region proposed, identify the site where the Initial Client Intake Assessment will be conducted. Describe how client eligibility will be determined.

GEOGRAPHIC REGION

(Identify the geographic region. If proposing multiple geographic regions,

copy and complete this table for each geographic region proposed.)

Identify the site where the Initial Client Intake Assessment will be conducted:

Describe how client eligibility will be determined.

5. For each geographic region proposed, provide a detailed description of the case management process. Identify the hours of service, including emergency coverage outside of business hours and weekends.

Item Revised by Addendum #1

- 6. For each geographic region proposed, provide a preliminary list and description of all prenatal and parenting education courses provided by your organization. Indicate the source of the course material taught in each class and identify where each of the required educational components identified in paragraph 2.3.1 c. of the RFP are covered.
- 7. For each geographic region proposed, describe each of the services specified in section 2.3.2 of the RFP. Explain the service delivery system including any referral network and referral plan. Describe the cultural competency of providers.
- 8. For each geographic region proposed, describe how your proposed program will provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
- 9. For each geographic region proposed, describe how your proposed program will help to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- 10. For each geographic region proposed, describe how your proposed program will reduce the incidence of future out-of-wedlock pregnancies. Include your program's annual numerical goals for preventing and reducing the incidence of these pregnancies.
- 11. For each geographic region proposed, describe how your proposed program will encourage the formation and maintenance of two-parent families.
- 12. Organizational Chart The vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel.
 - . The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of

the vendor's organization

- 13. Along with a detailed organizational chart, the vendor should describe the following:
 - · How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance
 - Total Personnel Resources The vendor should provide information that documents the depth of resources to ensure completion of all requirements on time and on
 target. If the vendor has other ongoing contracts that also require personnel resources, the vendor should document how sufficient resources will be provided to the
 State of Missouri.

14. Economic Impact to Missouri - The vendor should describe the economic advantages that will be realized as a result of the vendor performing the required services. The vendor should respond to the following:

- · Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products
- · Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations
- Provide a description of the company's economic presence within the State of Missouri (e g, type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics

Item Inserted b	y Addendum #1		

15. For each geographic region proposed, the vendor should indicate the estimated number of clients the vendor anticipates serving annually for non-residential services and residential care services.

GEOGRAPHIC REGION	ESTIMATED ANNUAL NUMBER OF NON- RESIDENTIAL CLIENTS TO BE SERVED	ESTIMATED ANNUAL NUMBER OF RESIDENTIAL CARE CLIENTS TO BE SERVED
1		
2		
3		
4		
5		
6	100	
7		
8	1.6	
9		

EXHIBIT G IMPLEMENTATION OR READINESS PLAN

Implementation or Readiness Plan - The vendor should sequentially list and briefly describe the tasks or events proposed for the implementation of the required services. If no tasks or events are required, the vendor should provide a statement of readiness. For each task/event identified, the vendor should identify the number of days required to complete the task/event, the personnel proposed to perform the task/event, and the number of work hours for each person.

- Completion Day should be specified as a certain number of days from state agency authorization to proceed with services until completion of the specific task and should be expressed as calendar days, not specific dates
- · Assigned Personnel should be identified by name rather than project title unless such personnel are yet to be hired
- Workhours should indicate that time each assigned person will spend on the specific task

Task or Event	Completion Day	Assigned Personnel	Work- hours
Begin with the day the state agency authorizes the contractor to proceed with contract services	1	N/A	N/A

Print Page 94 of 158

EXHIBIT H CLIENT SCENARIO

The vendor should present a written narrative which demonstrates the method or manner in which the vendor proposes to satisfy the requirements of the Request for Proposal to conduct Alternatives to Abortion Program services for the client scenario described below. The vendor should provide a total price with a price analysis for the client services identified in the narrative.

Jessica Smith has recently graduated from high school. She wants to pursue a career as a high school English teacher. She has applied and been accepted as an incoming freshman at a local college.

Jessica has just learned that she is six weeks pregnant. She does not currently have a job, and her boyfriend, also a recent high school graduate, is also unemployed. They are both 18 years of age and had planned to get an apartment together. Neither one of them has monetary support from their families.

Jessica currently lives 15 miles from the contractor's service location, but does not have a vehicle If she continues with her higher education plans at the local college, she will be 30 miles away from the local college. She has contacted your organization and is unsure of her decision to parent or adopt

Narrative:

Total price: ______ (provide a price analysis)

EXHIBIT I

PARTICIPATION COMMITMENT

Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) Participation Commitment – If the vendor is committing to participation by or if the vendor is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the vendor must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the vendor's proposal

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the vendor must either (1) enter the participation percentage under MBE or WBE, or must (2) divide the participation between both MBE and WBE If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below Instead, divide the total participation as proportionately appropriate between the tables below

Place a check in the appropriate box below for the region proposed. There should only be <u>ONE</u> box checked. If proposing multiple geographic regions, copy and complete this Participation Commitment Exhibit for each proposed geographic region.

		Geo	ographic Reg	gion	
□ Region 1	☐ Region 2		Region 3	☐ Region 4	☐ Region 5
□ Region 6	Region 7		Region 8	☐ Region 9	
MBE Participation	Commitment Ta	ble			
(The services performed of the delivery of the contract shall be performed/provided.)	tually-required serv	ice/produ	ict in a manner	that will constitute an add	lly useful function related to led value to the contract and
Name of Each Qualified Minority Business Enterprise (MBE) Proposed	Committed Percentage of Participation Each MBE (% of the Actua Contract Va	for al Total	Listed MBI The vendor from the RF is propose	should also include in P which requires the double to perform and des	es to be Provided by the paragraph number(s) product/service the MBE cribe how the proposed ided value and will be contract.
1	%		Product/Service		
			RFP Paragraph Product/Service		
2	%		RFP Paragraph		
3	%		Product/Service	e(s) proposed:	
4	%	Product/Service(s) proposed:			
*	70		RFP Paragraph	References:	
Total MBE Percentage:	%				

EXHIBIT I, continued

the delivery of the contract	the products provided by the mally-required service/product deachusive to the performa	he listed WBE must provide a commercially useful function related to uct in a manner that will constitute an added value to the contract and nce of the contract)
Name of Each Qualified Women Business Enterprise (WBE) proposed	Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed WBE The vendor should also include the paragraph number(s) from the RFP which requires the product/service the WBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.
1	%	Product/Service(s) proposed:
1	/0	RFP Paragraph References:
1	%	Product/Service(s) proposed:
2	70	RFP Paragraph References:
2	0/	Product/Service(s) proposed:
3	%	RFP Paragraph References:
	0/	Product/Service(s) proposed:
4	%	RFP Paragraph References:
Total WBE Percentage:	%	

(The services performed or the commercially useful function is constitute an added value to the	products provided by the listed Organization for the Blind/Sheltered Workshop must provide elated to the delivery of the contractually-required service/product in a manner that will e contract and shall be performed/provided exclusive to the performance of the contract)			
	Description of Products/Services to be Provided by Listed Organization			
Name of Organization	for the Blind/Sheltered Workshop			
for the Blind or	The vendor should also include the paragraph number(s) from the RFP			
Sheltered Workshop Proposed	which requires the product/service the organization for the blind/sheltered workshop is proposed to perform and describe how the proposed			
	product/service constitutes added value and will be exclusive to the contract			
1	Product/Service(s) proposed:			
RFP Paragraph References:				
2	Product/Service(s) proposed:			
2	RFP Paragraph References:			

EXHIBIT I, continued

(The services performed or the the delivery of the contractuall shall be performed/provided ex	products provided by the y-required service/product clusive to the performance	listed SDVE must provide a commercially useful function related to in a manner that will constitute an added value to the contract and e of the contract)
	C	Description of Products/Services to be Provided by Listed SDVE The vendor should also include the paragraph number (s) from the RFP which requires the product/service the SDVE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.
1	%	Product/Service(s) proposed:
1	/6	RFP Paragraph References:
2	%	Product/Service(s) proposed:
2	/6	RFP Paragraph References:
Total SDVE Percentage:	%	

EXHIBIT J
DOCUMENTATION OF INTENT TO PARTICIPATE

If the vendor is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the vendor must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the vendor's proposal

Place a check in the appropriate box below for the region proposed. There should only be ONE box checked. If proposing multiple geographic regions, copy and complete this Documentation of Intent to Participate form for each proposed geographic region.

		Geographic Res	gion			
□ Region 1	□ Region 2	☐ Region 3	☐ Region 4	☐ Regi	on 5	
□ Region 6	□ Region 7	☐ Region 8	□ Region 9			
			~ Copy This Form F	or Each Orga	nization Pro	
Vendor Name:						
		This	Section To Be Comp	leted by Pa	rticipatin	
	this form, the undersigned hereb ate business classific		participating organization to pro-	ide the products/s	ervices identified	
MBE WB			Sheltered Works	hop	SDVE	
Name of Organiz	ation:			•		
		Blind, Sheltered Worksho	n, or SDVE)			
Contact Name:	,		mail:	T		
Address (If SDVE	provide MO Address):		Phone #:			
City:		F	Fax #:			
State/Zip:		Ic	ertification#			
SDVE's Website		lo	Certification Expiration		(or attach copy of	
Address:			Date:		ion)	
Service-Disabled	Veteran's (SDV) N	ame: S	DV's Signature:			
Please Print)						
Describe the prod	note/consider you (a		TCES PARTICIPAT ganization) have agree			
rescribe the prod	ucis/services you (a.	ine participating org	difficultion) have agree	d to provid	<u>. </u>	
			Anch	orized Signa	turat	
			Auti	orized Signa	ture:	
Authorized Signatur	of Participating Organ	ization	Date			
(MBE, WBE, Organ	ization for the Blind, She	eltered Workshop, or SDV		an the RFP is	suance date	
			EXHI OCUMENTATION	BIT J, con		

SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE (SDVE)

If a participating organization is an SDVE, unless the Service-Disabled Veteran (SDV) documents were previously submitted within the past five (5) years to the Division of

Print Page 96 of 158

Purchasing (Purchasing), the vendor must provide the following SDV documents:

 a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), AND

· a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs

(NOTE: The SDV's award letter, the SDV's discharge paper, and the SDV's documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610 021, RSMo)

The vendor should check the appropriate statement below and, if applicable, provide the requested information

- · No, I have not previously submitted the SDV documents specified above to the Purchasing and therefore have enclosed the SDV documents
- . Yes, I previously submitted the SDV documents specified above within the past five (5) years to the Purchasing

Date SDV Documents were Submitted:			
Previous Proposal/Contract Number for Which the SDV Documents were Submitted:			_
(if applicable and known)			
(NOTE: If the proposed SDVE and SDV are listed on the Purchasing SDVE database			
documents have been submitted to the Purchasing within the past five [5] years Ho	vever, i	f it ha	s been determined that an SDVE at any time no longer meets the
requirements stated above, the Purchasing will remove the SDVE and associated SDV fro	m the d	atabas	<u>:</u>)
FOR STATE USE ONLY			
SDV Documents - Verification Completed By:			
Buyer	Date		
			1

BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The vendor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

BOX A: To be completed by a non-business entity as defined below

BOX B: To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <u>b</u>BOX C: To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing

Business entity, as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that is exempt by law from obtaining such a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, the term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288 034, RSMo

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities

	y/Individual Name) DOES NOT CURRENTLY
MEET the definition of a business entity, as defined 285 530, RSMo as stated above, because: (check the - I am a self-employed individual with no employees - The company that I represent employs the services	applicable business status that applies below) s; OR
subsection 12 of section 288 034, RSMo I certify that I am not an alien unlawfully present in the (Company/Individual Name) is awarded a contract for (RFP Number) and if the business state become a business entity as defined in section 285 5.	or the services requested herein under atus changes during the life of the contract to
then, prior to the performance of any services as a bu (Company/Individual Name) agrees to complete Box and provide the Division of Purchasing with all docu	usiness entity,
Authorized Representative's Name (Please Print)	Authorized Representative's Signature
Company Name (if applicable)	Date

EXHIBIT K, continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS	
I certify that(Business Entity Name) entity as defined in section 285 525, RSMo pertaining to section	MEETS the definition of a business 285 530
Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
Business Entity Name	Date
E-Mail Address	

As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program

(Website: http://www.uscis.gov/e-verify; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND - Provide documentation affirming said company's/individual Verify federal work authorization program. Documentation Employment Eligibility Verification page listing the vendor the E-Verify Memorandum of Understanding (MOU) listin page completed and signed, at minimum, by the vendor and Verification Division. If the signature page of the MOU listin no additional pages of the MOU must be submitted; AND	shall include EITHER the E-Verify is name and company ID OR a page fr g the vendor's name and the MOU sign the Department of Homeland Security	om Z
- Submit a completed, notarized Affidavit of Work Authori Exhibit	zation provided on the next page of this	
	EXHIBIT K, continued	
AFFIDAVIT OF WORK AUTHORIZATION:		
affirm (Business Entity Name) employees hired after enrollment in the program who are prothe contract(s), if awarded in accordance with subsection 2	Entity Authorized Representative) as is enrolled and will continue to partic oposed to work in connection with the of section 285 530, RSMo I also affirm	Position/Title) first being duly sworn on my oath, ipate in the E-Verify federal work authorization program with respect to services related to contract(s) with the State of Missouri for the duration of n that (Business Entity Name) does not and will
awarded		ervices provided under the contract(s) for the duration of the contract(s), if ands that false statements made in this filing are subject to the penalties
Authorized Representative's Signature Printed	Name	
Title Date		
E-Mail Address E-Verif	y Company ID Number	
Subscribed and sworn to before me this of (DAY) (MONTH, YEAR)	I am	
, and my commission expires o (NAME OF STATE) (DATE)	n	
Signature of Notary		
	EXHIBIT K, continued attacked and a current Affidavit of Work	<u>l</u> rk Authorization already on file with the State of Missouri. If completing
Box C, do not complete Box B.) BOX C – AFFIDAVIT ON FILE - CURRENT BUSINE	CC ENTITY CTATUC	_
	time) MEETS the definition of a busine ction 285 530, RSMo and have enrolled ation program with respect to the emplowork in connection with the services rely provided documentation to a Missoud participation in the E-Verify federal was a superscript of the control of the cont	d and byees lated ri
The E-Verify Employment Eligibility Verification pa Memorandum of Understanding (MOU) listing the vecompleted and signed by the vendor and the Departm Division A current, notarized Affidavit of Work Authorization	endor's name and the MOU signature p tent of Homeland Security – Verification	n
within the past twelve months)	(musi de completeu, signeu, and notal	ized
Name of Missouri State Agency or Public University* to Submitted: (*Public University includes the following five schools under chapter 3 Missouri Southern State University – Joplin; Missouri Western State U University – Maryville; Southeast Missouri State University – Cape Gi Date of Previous E-Verify Documentation Submission: Previous Bid/Contract Number for Which Previous E-Verlander)	4, RSMo: Harris-Stowe State University – St niversity – St Joseph; Northwest Missouri Stat rardeau)	Louis;
Authorized Business Entity Representative's Name (Pleas Print)	Authorized Business Entity Representative's Signature	
		⋥
Business Entity Name	Date	-
E-Mail Address	E-Verify MOU Company ID Number	₫
FOR STATE OF MISSOURI USE ONLY		

Documentation Verification Completed By:

10/18/2017 about:blank

Page 98 of 158 Print

II.	
Date	
	Date

EXHIBIT L

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98 510, Participants' responsibilities The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211) (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

Company Name	DUNS # (if known)
Authorized Representative's Printed Name	Authorized Representative's Title
Authorized Representative's Signature	Date

Instructions for Certification

- 1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

 3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its

- certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "principal," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those
- 5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

 6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower

Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties

Excluded from Procurement or Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not

required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment

EXHIBIT M MISCELLANEOUS INFORMATION

Outside United States:

If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor MUST disclose such fact and

Are any of the vendor's proposed products and/or services being manufactured or performed at sites outside the United Sta	tes? Yes_	No
If YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of Executive Order 04-09? (see the following web link: http://s1 sos mo_gov/CMSImages/Library/Reference/Orders/2004/eo04_009 pdf)	Yes_	No
If YES, mark the appropriate exemption below, and provide the requested details: 1 Unique good or service		
• EXPLAIN:		
2Foreign firm hired to market Missouri services/products to a foreign country		
Identify foreign country:		
3 Economic cost factor exists		
ECONOMIC COST factor exists EXPLAIN:		
40000	of contrac	t work

Employee/Conflict of Interest:

Page 99 of 158 Print

Vendors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, n

Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:

If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:

Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:

EXHIBIT M, continued

Registration of Business Name (if applicable) with the Missouri Secretary of State:

The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351 572, RSMo, identify the specific section of 351 572 RSMo, which supports the exemption

Charter Number (if applicable)

Company Name

If exempt from registering with the Missouri Secretary of State pursuant to section 351 572 RSMo, identify the ection of 351 572 to support the exemption:

STATE OF MISSOURI DIVISION OF PURCHASING TERMS AND CONDITIONS - REQUEST FOR PROPOSAL

1. TERMINOLOGY/DEFINITIONS

- TERMINOLOGY/DEFINITIONS

 Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any addendum thereto, the definition or meaning described below shall apply.

 Assence and/or Side Asency must means the stantour unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the Division of Purchasing (Purchasing). The agency is also responsible and payment.

 Addendum means a written, official modification to a contract.

 Altachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.

 Proposal End Date and Time and similar expressions means the exact deadline required by the RFP for the receipt of sadel proposals.

 Vendor means the supplies, officer, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.

 Baver means the procurement staff member of Purchasing. The Contact Person is referenced herein its smally the Buyles.

 Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.

 Contract means a supplier, offeror, person, or organization who is a successful vendor as a result of an RFP and who enters into a contract;

 Exhibit applies to forms which are included with an RFP for the vendor to complete and submit with the sealed proposal prior to the specified end date and time.

 Request for Proposal (RFP) means the solicitation document issued by Purchasing to potential vendors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages. 1. Column Active Incession as supplies to forms which are included with an RFP for the vendor to complete and submit with the sealed proposal prior to the specified end date and time.

 2. Enablot, Artachianess, and Addendams thereto.

 3. Expect for Proposal (RFP) means the solicitation document issued by Purchasing to potential wendors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Enablots, Artachianess, and Addendams thereto.

 3. May means that a certain feature, component, or action is permissible, but not required.

 3. May means that a certain feature, component, or action is annatiancy condition.

 4. May means that a certain feature, component, or action is annatiancy condition.

 5. Fine Pages(3) applies to the form(s) on which the vendor must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the vendor with the sealed proposal prior to the specified proposal end and time.
- roposals end came and tune.

 KSAlo (Revised Statutes of Missouri) refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of Purchasing.

 Shall has the same meaning as the word must.

 Should mean that a certain feature, component and/or action is desirable but not mandatory.

- p. Shall has the same meaning as me woru must.
 q. Should means that a certain feature, component and/or action is de
 2. APPLICABLE LAWS AND REGULATIONS
- 2. APPLICABLE LAWS AND REPUBLY AND REPUBLY

- 3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

 a. It shall be the vendor s responsibility to ask questions, request changes or clarification, or otherwise advise Purchasing if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements strated in the RFP to a single source. Any and all communication should be received a feasible strate in called and any prior to the official proposal end date.

 b. Every attempt shall be made to ensure that the vendor receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all vendors will be advised, via the issuance of an addedmum to the RFP, of any relevant or pertinent information related to the procurement activities to detect any possibility of debienes in the RFP, any questions received less than ten calleading days prior to the official proposal end date.

 c. Vendors are cautioned that the only official position of the State of Missouri is that which is issued by Purchasing in the RFP or an addedmum thereto. No other means of communication, whether or all or written, shall be construed as a formal or official response or statement.

 c. Vendors are cautioned that the only before the description of the state of Missouri attention of the position of the Missouri Attenuey General's Office for appropriate action.

 e. The RFP is a valiable for viewing the Missouri Attenuey General's Office for appropriate action.

 e. The RFP is a valiable for viewing and downloading on the Missouriable VIS Statewise eProcurement System to obtain a copy of the addendum(s). Registered vendors is e-mail address is incorrect, the vendor must update the e-mail address is the method or carcal and Carcal and RFP are instances. It shall be the sole responsibility of the before reposal opportunity when the RFP was established and registered vendors who have responded to the RFP on-line prior to an addendum being issued should rec

4. PREPARATION OF PROPOSALS

- 4. PREP ARATION OF PROPOSALS
 a Vendors must examine the entire RPC carefully. Failure to do so shall be at the vendor's risk
 b. Unless otherwise specifically stated in the RPP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements
 c. Unless otherwise specifically stated in the RPP, any manufacturer names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The vendor shall explain, in detail, (1) the reasons why the proposed equivalent should not be considered in exception theretory be proposals which not comply with the requirements and specifications are subject to rejection without clarification.
 d. Proposals facility and requirements and crop takes are expected with the specifications and requirements as a size of the RP.
 e. In the event that the vendor is an agency of state government or other sand to tolkies an exception that proposed equivalent which is prohibited by law or count decision from complying with certain provisions of an RPP, such a vendor may submit a proposal which contains a list of statutory limitations and identification of those prohibitive clauses. The vendor should include a complete list of statutory references and citations for each provision of the RPP, which is affected by this paragraph. The statutory limitations and prohibitive clauses are deemed acceptable by Purchasing or (2) be accepted without further clarification with the contraction or order to agree to all gaugage that reflects the intent and compliance or sixth law and/or order and the RPP.
 f. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacture unless the RPP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
 g. Prices shall include all packing, handling and shaping charges FOR destin
- ntification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

period. i. Any foreign vendor not having an Employer Iden 5. SUBMISSION OF PROPOSALS

- 5. SUBMISSION OF PROPOSALS

 a. Registered wendors may submit proposals electronically through the MissouriBUYS Statewide eProcurement System at least significant proposals must proposals electronically through the MissouriBUYS Statewide eProcurement system any submit proposals must proposals must proposal shall proposals must proposal shall proposals must proposal shall proposals must proposal shall made and time specified in the RFP. All proposals must (1) be submitted by a duly authorized representative of the vendor or enganization. (2) contain all information required by the RFP, and (3) be priced as required. Hard copy proposals may be mailed to the Purchasing post office box address. However, it shall be the responsibility of the vendor to ensure their proposal is in the Purchasing office (address is lated above) no later than the exact end date and time specified in the RFP. and (3) be priced as required. Hard copy proposals may be mailed to the Purchasing post office box and the same envelope.

 b. The sealed envelope or container containing a proposal should be clearly marked on the outside with (1) the official RFP number and (2) the official end date and time. Different proposals should not be placed in the same envelope.

 c. A proposal submitted electronically by a registered vendor may be modified on-line prior to the official end date and time and time specified.

 The proposal submitted electronically by a registered vendor may be modified in person by the vendor or its authorized representative, provided proper identification is presented before the official end date and time. Telephone or telegraphic requests to modify a proposal shall not be honored.

 A proposal submitted electronically be resisted and an advanced to the proposal shall and a proposal may also be modified in person by the vendor or its authorized representative. provided proper identification is presented before the official end date and time.

- personal model electronically by a registered vendor may be retracted on-line prior to the official end date and time. A proposal which has been delivered to the Purchasing may only be withdrawn by a signed, written document on company letterhead transmitted via L e-mail. or facsimile which has been reviewed by Purchasing prior to the official end and time specified. A proposal may also be withdrawn in person by the vendor or its authorized representative, provided proper identification is presented before the official end date and Evendor and the expensive requests to withdraw a proposal shall not be honored.

 Purposal may also be withdrawn after the proposal opening through submission of a written request by an authorized representative of the vendor. Justification of withdrawn after the proposal opening through submission of a written request by an authorized representative of the vendor. Justification of withdrawn after the proposal opening through submission of a written request by a submission of a written request by a submission of a written request by a proposal and time. e. A proposal may are irreparable harm to the ven
- irreparable harm to the vendor.

 When submitting a proposal electronically, the registered vendor indicates acceptance of all RFP requirements, terms and conditions by clicking on the "Accept" button on the Overview tab. Vendors delivering a hard copy proposal to Purchasing must sign and return the RFP cover page or, if applicable, the cover page of the last addendum thereto in order to constitute acceptance by the vendor of all RFP requirements, terms and conditions. Failure to do so may result in rejection of the proposal unless the vendor is full compliance with those documents is indicated elsewhere within the vendor is response.

 g. Faued proposals shall not be accepted. However, faued and e-mail no-bid notifications shall be accepted.

- a. Proposal openings are public on the end date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. All vendors may view the same proposal response information on the MissouriBUYS Statewide Perforuments System. The contents of the responses shall not be disclosed at this time.
 b. Proposals which are not received in the Purchasing office prior to the official end date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances in accordance with 1.528 40-1.005.

- In the evaluation of proposals, preferences shall be applied in accordance with chapter 34, RSMo, other applicable Missouri statutes, and applicable Executive Orders. Contractors should apply the same preferences in selecting subcontractors.

 By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, mined, processed or grown within the State of Missouri and to all firms, corporations or individuals doing business as its own individuals. Such preference shall be given when quality is a equal or better and delivered price is the same or less.

 In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD

- a. Any clerical of award. Exam
- ical error, apparent clerical, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the vendor and request clarification of the intended proposal. The correction shall be incorporated in the notice Examples of apparent clerical errors are 1) misplacement of a decimal point, and 2) obvious mistake in designation of unit. Incing information of submitted by a weed of shall be subject to evaluation if deemed by Purchasing to be in the best interest of the State of Missouri. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
 d. Awards shall be made to the ve
- State or JAMPAGE AMAINSTANCE.

 A Awards shall be made to the vendor whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, responsibility of the vendor, and all other evaluation criteria specified in the RFP and any subsequent negotiations and (3) complies with chapter 34, RSMo, other applicable Missouri statutes, and all applicable Executive Orders.

 In the event all vendors fall to meet the same mandatory requirement in an RFP, Purchasing reserves the right, at its sole discretion, to waive that requirement for all vendors and to proceed with the evaluation. In addition, Purchasing reserves the right to waive any minor irregularity or technicality found in any individual proposal.

Print Page 100 of 158

- f. Purchasing reserves the right to reject any and all proposals.
 g. When evaluating a proposal, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a proposal, from a vendor, from vendor s references, or from any other source.
 b. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
 i. Negotiations may be conducted with those vendors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by
- competing vendors.

 j. Any award of a contract shall be made by notification from Purchasing to the successful vendor. Purchasing reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by Purchasing based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.

 k. Pursuant to section 61.00.21, RSMO, proposals and related documents shall not be available for public review until accounted its executed or all proposals are rejected.

 1. Purchasing posts all proposal results on the MissouriBUYS Statewide eProcurement System for all vendors to view for a reasonable period after proposal ward and maintains images of all proposal file material for review. Vendors who include an e-mail address with their proposal ward results via e-mail.

 m. Purchasing reserves the right to request clarification of any portion of the vendor's response in order to verify the intent of the vendor. The vendor is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

- n. Any proposal award protest must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9).

9. CONTRACT/PURCHASE ORDER

9. CONTRACT/PURCHASE ORDER
a. By submitting a proposal, the ventor agrees to a turnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
b. A binding contract shall consist of (1) the RFP, addendums thereto, and any Best and Final Office (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) Purchasing's acceptance of the proposal by "notice of award" or by "purchase order," all Exhibits and Attachments include in the RFP shall be incorporated into the contract by reference.
c. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor at the discretion of the state agency.
d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the services of the state of Missouri, the contractor are discretion of the state expresses the complete agreement of the parties and performance shall be governed solely by the septiments contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract and approved by and between the duly authorized representative of the contractor are directive date of such modification. The contractor expressely and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

10. INVOICING AND PAYMENT

- 10. INVOICING AND PAYMENT
 a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
 b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
 c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of Purchasing.
 d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicates to the RFP.
 e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
 f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in section 34.055, RSMo.
 g. The State of Missouri reserves the right to purchase goods and services using the state purchasing card.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- 12. INSTECTION AND ACCEPTANCE.

 A. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.

 b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or any large time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

 c. The State of Missouri's reject reject any unacceptable equipment, supplies, and/or services shall not called a contractor of the state of Missouri's right to return any such rejected shipping a review of the state of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not contract to the contractor of the state of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not contract to the state of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not contract to the contractor of the state of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not contract to remedie the state may be rejected.

 d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not contract to remedie the state may be rejected.

 d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not contract to remedie the state may be rejected.

 d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not contract to reject any unacceptable equipment and to see the state of the state of

13. WARKAN 11

a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by Purchasing, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

a. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.

b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractors by the contractor and political subdivision would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract or any of its employees shall acquire any other contractor large subdivisions which create such a conflict. 15. REMEDIES AND RIGHTS

a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor is a. No provision in the contract shall be construed, as a waiver by the State of Missouri of all rights, life and interest and to all causes of action that the contractor may be under the under the mission of the United States or the State of Missouri for which causes of action have accurate or will accurate a the result of or in relation to the production are accurate or in the fulfillment of the contractor may be contractor may be contractor and the contractor may be contractor or in the fulfillment of the contractor may be contractor may be contractor may be contractor may be contractor or in the fulfillment of the contractor may be contractor may be contractor may be contractor may be contractor or in the fulfillment of the contractor may be c

16. CANCELLATION OF CONTRACT

a. In the event of material breach of the contractual obligations by the contractor, Purchasing may cancel the contract. At its sole discretion, Purchasing may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide Purchasing within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.

b. If the contractor fails to cure the breach or if circumstances demand immediate action, Purchasing will issue a notice of cancellation terminating the contract immediately. If it is determined Purchasing improperly cancelled the contract, such cancellation shall be deemed a tempination for convenience in accordance with the contract

termination for convenience in accordance with the contract.

c. If Purchasing cancels the contract for breach, Purchasing reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as Purchasing deems appropriate and charge the

c. If Purchassing carects the contents of contents incurred thereby.

d. The contractor for any additional costs incurred thereby chiract to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

which funds have not been appropriated, and the state shall no 17. COMMUNICATIONS AND NOTICES

Any notice to the vendor/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the vendor/contractor

18. BANKRUPTCY OR INSOLVENCY
a. Upon filing for any bankrupicy or insolvency proceeding by or against the contractor, whether voluntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify Purchasing immediately.
b. Upon learning of any such actions, Purchasing reserves the right, at its sole discretion, to either cancel the contract or affirm the contract or affirm the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products proc

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include
a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
b. The identification of a person designated to handle affirmative action;
c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
d. The exclusion of discrimination from all collective bargaining agreements; and
e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

- If discrimination by a contractor is found to exist, Purchasing shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by Purchasing until corrective action by the contractor is

whichever enforcement action may be deemed most appropriate

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and property pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore the vendor s failure to maintain compliance with chapter 144, RSMo, may eliminate their proposal from consideration for award.

23. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language Revised 10-19-15

Attachments

The attachments are separate links that must be downloaded separately from the MissouriBUYS Statewide eProcurement System at: https://missouribuys.mo.gov/bidboard.html.

Attachment 8: Federal Funding Accountability and Transparency Act (FFATA) Data Form

*See instructions for additional information

Legal Business Name of Entit	у		
Doing Business As (if differen	t)		
Street Address			
City		St	ate Zip Code + 4*
DUNS Number*			
Parent Organization's DUNS	Number*		
Principal Place of Performance	ce*		
Contact Person's Name / Title	е		
Contact Person Phone Numb	er		
Contact Person E-Mail			
List the organization's top fiv	uired. See instructions for addition e most highly compensated execu		
Name	Amount		
1.			
2.			
3. 4.			
5.			
Certification: I attest the facts stated above	e are true and correct.		
		Authorized Representative's Signature	Printed Name
7-0			
		Title	Date

Instructions for Completing the FFATA Data Form

Zip Code + 4

This is the four digit zip code extension available at http://zip4.usps.com/zip4/welcome.jsp

DUNS Number

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. See http://fedgov.dnb.com/webform

Parent Organization's DUNS Number

Complete if applicable. This is typically used by large organizations with multiple facilities in several locations. The parent organization's number assigned to the headquarters for the operation.

Principal Place of Performance

Complete if the primary place of performance is different than the address listed above.

Executive Compensation Information

Review the following questions to determine whether you are required to report executive compensation information.

- 1. In your preceding completed fiscal year, did your business or organization receive:
 - a. 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act, as defined in 2 CFR 170.320; and
- b. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act?

☐ Yes ☐ No

Note: If the answer to either Question 1a or 1b is "No", your organization's compensation information is not required. \underline{Do} not $\underline{complete}$ the Executive Compensation Information section of the FFATA Data Form.

Note: If the answer to both 1a and 1b is "Yes", proceed to Question 2.

2. Does the public have access to the information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 [15 U.S.C. 78M(a), 78o(d)] or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission's total compensation filings at http://www.sec.gov/answers/execomp.htm

☐ Yes ☐ No

Note: If the answer to Question # 2 is "Yes", your organization's executive compensation information is not required.

Note: If the answer to Question #2 is "No", you are required to complete the Executive Compensation Information section of the FFATA Data Form.

Definition:

"Executive" means officers, managing partners, or any other employees in management positions.

"Total compensation" means the cash and non-cash dollar value earned by the executives during the preceding fiscal year and includes items such as salary, bonuses, stock awards, incentive plans, pension plans, deferred compensation, etc.

at:

Additional information about reporting compensation is available https://www.fsrs.gov/documents/OMB Guidance on FFATA Subaward and Executive Compensation Reporting 08272010.pdf

Print Page 102 of 158

- [Heading 1]
 - o [Attachment 7: Federal Funds Subrecipient Requirements]

Attachment 7: Federal Funds Subrecipient Requirements

1. In performing its responsibilities under the contract, the subrecipient shall fully comply with:

- a. 2 CFR Chapter 1, Chapter II, Part 200, et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- b All applicable terms and conditions of the award
- c All other applicable laws, regulations and policies authorizing or governing the use of any federal funds paid to the subrecipient under the contract
- 2 The subrecipient shall not utilize federal funds, or any required matching funds, provided under the contract as matching funds for any other federal award, unless specifically allowed under that award
- 3 Allowable Costs: Unless otherwise stated in this RFP, the subrecipient shall invoice the state agency based on actual, allowable costs incurred
- a The subrecipient shall ensure all expenditures invoiced, claimed and/or reported satisfy the General provisions for allowable costs, as defined in the 2 CFR Chapter 1, Chapter II, Part 200, Subpart E- Cost Principles; and Specific provisions for allowable costs, as defined in applicable Federal program rules
- 4 <u>Indirect Cost Rates and Administrative Rates</u>: In the event indirect costs and/or administrative rates are included as part of the cost reimbursement under the contract, the following will apply:
- a If a subrecipient has an approved federally negotiated indirect cost rate, the state agency will accept the approved indirect cost rate, unless doing so would conflict with federal statutes or an exception has been approved by the federal agency, based on documented justification (2 CFR § 200 414) If a federal agency has approved a new or different rate subsequent to the beginning of a contract period and the effective date is retroactive, the change (increase or decrease) will not be recognized and accepted until the following contract period
- b A rate of 10% of Modified Total Direct Costs (MTDC) will be used for those subrecipients that do not have a federally negotiated indirect rate (2 CFR § 200 414)
- c Administrative costs are defined as general administration and general expenses such as the director's office, accounting, personnel, library expenses and all other types of expenditures not listed specifically under one of the subcategories of "Facilities", (including cross allocations from other pools, where applicable) (US Dept of Labor Guide for Indirect Cost Rate Determination) Administrative costs can be categorized as both direct and indirect costs

Administrative rates will vary by award, will be determined by the state agency, and will not exceed limits set forth by statute or regulations pertaining to each award For example, some federal programs have statutory limitations on the % of dollars which may be expended for administrative costs. The state agency must abide by those statutory limits. Consequently, in contracts which include federal dollars with statutory limitations on administrative costs, the state agency will limit the use of award funds for administrative costs in accordance with the statutory requirements. In such instances, the state agency award will deem administrative costs (including administrative costs included in the indirect rate) unallowable to the extent that the costs exceed the statutory limits

- d With regard to indirect cost rates and administrative rates, guidance and requirements noted in Part 2 CFR § 200, "does not change or modify any existing statute or guidance otherwise based on any existing statute... and does not supersede any existing or future authority under law or by executive order of the Federal Acquisition Regulation." Thus, for state agency programs where the specific federal award requirements define Administrative costs in such a manner that all Indirect costs are Administrative costs, the state agency cannot accept an indirect rate (regardless of whether it is federally negotiated or not) that exceeds the Administrative rate cap designated by the specific federal award
- 5 Record/Document Requirements and Retention:
- a The subrecipient shall have written policies and procedures in place to ensure compliance with the terms, conditions, laws, and regulations in 2 CFR Chapter 1, Chapter II, Part 200, et al, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, and shall make its policies and procedures available to the state agency, upon request
- b The subrecipient shall maintain an accounting system that, at a minimum, records expenditures in a manner that readily identifies the expenditure as an activity allowable under the award and allows required federal financial reports to be easily prepared
- c In accordance with 2 CFR § 200 333 the subrecipient shall retain, for a period of three years from the date of submission of the final expenditure report, or from the date of the submission of the final quarterly or annual financial report to the state agency, all financial records, supporting documents, statistical records, and all other records pertinent to the federal award
- 6 <u>Subrecipient Monitoring:</u> The state agency reserves the right to conduct monitoring reviews to ensure the subrecipient administers the federal award in compliance with applicable laws, regulations, contractual obligations, and performance goal measures
 - a. When deemed appropriate by the state agency, a monitoring report based on the results of the monitoring review will be issued to the subrecipient.
- b. The subrecipient shall submit a written corrective action plan for any findings and recommendations in the monitoring report as directed by the state agency.
- 1) The corrective action plan should include the actions the contractor proposes to take to remedy concerns, timeframes for achieving such remedies, and the person(s) responsible for the necessary action.
- c The state agency will respond in writing by accepting the corrective action plan submitted and/or requiring further action, including, but not limited to:
- 1) More detailed financial reports or other documentation;
- 2) Additional monitoring;
- 3) Requiring the subrecipient to obtain technical or management assistance; and/or
- 4) Establishing additional prior approvals from the state agency
- 7 Audits: If required, the subrecipient shall have a single or program-specific audit conducted in accordance with provisions of the Single Audit Act of 1984 (with amendment in 1996) and 2 CFR Chapter 1, Chapter II, Part 200, Subpart F, et al., Audit Requirements
- a In accordance with the provisions of 2 CFR Chapter 1, Chapter II, Part 200, Subpart F, et al, Audit Requirements, the subrecipient shall consider all sources of federal awards, including federal resources received from the state agency, in determining the federal awards expended in its fiscal year
- b In the event the subrecipient is required to obtain an audit pursuant to 2 CFR Chapter 1, Chapter II, Part 200, Subpart F, et al , Audit Requirements, the subrecipient shall submit the reporting package to the Federal Audit Clearinghouse (FAC) as required by 2 CFR § 200 512 The subrecipient shall notify the state agency of the acceptance of the audit by the FAC within 7 calendar days of the acceptance. The subrecipient shall also notify the state agency in the event the subrecipient is not required to obtain and submit a single audit. These notifications shall be submitted to the:

Department of Social Services

Division of Finance and Administrative Services

Attn: Single Audit

PO Box 1082

Jefferson City, MO 65102

Or DFAS ComplianceUnit@dss mo gov

- c The subrecipient shall cooperate with the state agency in resolving questions that the state agency may have concerning the auditors' report and plans for corrective action (s) pursuant to 2 CFR § 200 521
- 8 The subrecipient shall be responsible for any deferrals, disallowances, questioned costs, or other items not allowed for federal financial participation claimed by the state agency on behalf of the subrecipient. The subrecipient shall return any funds disallowed, either to the state agency or directly to the applicable federal agency, as instructed by the state agency and within the timeframe designated.
- 9 <u>Transparency Reporting</u>: In order to assist the state agency in complying with its reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA), the subrecipient must fully complete and submit the FFATA Data Form, attached hereto as Attachment 8, to the state agency prior to the award of the contract
- a The subrecipient should register in the federal government System for Award Management (SAM) available at www.sam.gov, to record information about the subrecipient's organization, including executive compensation data SAM is a secure, single repository of data and the subrecipient should only need to register once and renew annually thereafter and update information as necessary

Print Page 103 of 158

b. The state agency will provide the subrecipient with applicable federal funding source information in accordance with 2 CFR § 200.331.

Print Page 104 of 158

Invoice

1			С	D	E	F	G	Н	I	J	K	
-	Attachment 6											
2	Alternatives to Abortion											
3	Contract #											
_	ABC Contractor											
6	422.4F. Carrella Charact											
7 8	12345 South Street Nowhere, MO 65432											
_	·											
10	Invoice Number:											
12	Invoice Date:											
	Total Contracted		Prior			nth Number of		Contracted			Total Current	Allocation
	Allocation		Invoiced		Estimated	l Participants		per Partici	pant	V	Month Invoice	Remaining
15												
16												
	\$ 100,000.00	\$	20	\$ \$	2,000.00	\$						
17	. ,	1,000.00		100 00 .		97,125.00						
18	Reduction due to less than 80%	ċ										
19	served previous month:	(100.00)										
20	served previous monan.	(100.00)										
	Quarterly reduction due to	¢ (25 00)										
21	expenditures less than invoiced	:\$ (25.00)										
22												
23							Total Due:	\$ 1,875.00				
24												
25												
26 27												
28												
29												
	Prior Month Estimated	20										
30	Participants	20										
	Prior Month Actual Participants											
	% Served of Estimate	75%										
33												

Print Page 105 of 158

E

Expenditure

59

	Attachment 5					
	Missouri Office of Administration					
	EFUIT 1210 A LE LA D					
1	FFY17 A2A Quarterly Expenditure Report					
2	Agency: [Insert Agency Name]	Contract Number:				
3						
4	Program Year July 1, 2016 - September 30, 2017					
5	Revenue	Federal (TANF)				
6	Revenue Request	\$ -				
7						
	Indirect Administrative Costs Calculations		(Rate x			
8			Base)			
9	Option 1: Federally Negotiated Indirect Cost Rate (FNICR)		œ.			
	Application Base:	\$ -	\$ -			
	Federally Negotiated Indirect Cost Rate (FNICR): %	0 00% \$ -				
12	Total Indirect Administrative Costs OR	3 -				
	Option 2: 10% De Minimus (use if no FNICR) Application Base: Modified Total Direct Administrative Cost	\$ -	\$ -			
16	Application base. Woulded Total Direct Administrative Cost	10%	J -			
17	Total Indirect Administrative Costs	\$ -				
	Direct Administrative Costs	Federal (TANF)				
	Program Salaries and Wages	\$ -				
	Employee Benefits	\$ - \$ -				
	Employee Travel	\$ -				
	Employee Training	\$ -				
	Office Rent/Space	\$ -				
	Office Utilities	\$ -				
	Facility Insurance	\$ -				
26	Office Supplies (under \$5,000)	\$ -				
27	Equipment (Capital Equipment over \$5,000 threshold)	\$ -				
28	Office Communications	\$ -				
29	Office Repairs and Maintenance	\$ -				
30	Contract/Consulting	\$ -				
	Other (list):	\$ -				
	(add other categories as needed)	\$ -				
33	Total Direct Administrative Cost	\$ -				
	Less:					
	Equipment (Capital Equipment over the \$5,000 threshold)	0				
	Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition	0				
38	Modified Total Direct Administrative Cost	\$ -				
	Participant Services	Federal (TANF)				
	Transportation	\$-				
	Job Training	\$ -				
	Tuition Assistance	\$ -				
	Contracted Residential Care	\$ -				
44	Utility Assistance	\$ -				
45	Emergency Shelter	\$ -				
46	Housing Assistance	\$ -				
47	(add others as needed)	\$ -	\$ -			
48	Total Participant Costs	\$ -				
49						
50						
F-4	I hereby certify that the budget is taken from the original Books of Acco are valid and consistent with the terms of the co		amounts			
51	signature of Authorized Representative of [Insert Agency Name]					
	Signature of Authorized Acpresentative of [thsert Agency Name]	Date				
52						
53						
54						
55						
56 57						
58						
50						

Print Page 106 of 158

60 61

Print Page 107 of 158

Attachment 4A ALTERNATIVES TO ABORTION PROGRAM CLIENT SATISFACTION SURVEY

Agency Name: Date Completed: Client race (Check all that apply): White African American American Ind /Alaskan Native Asian/Pacific Islander Other Client Age: ____ County of residence: ___ Have you ever received services from this program before? Please check the box for each service you have received and then circle the rating you give to that service. ☐ Case Management Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Domestic Abuse Prevention Very Dissatisfied Very Satisfied Dissatisfied Neutral Satisfied ☐ Finding a Home Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Paying Electric/Gas Bills Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Continuing School Very Dissatisfied Very Satisfied Dissatisfied Neutral Satisfied ☐ Going Back to School Dissatisfied Very Satisfied Very Dissatisfied Neutral Satisfied ☐ Job Training Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Job Placement Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Counseling Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Clothing (mom and/or baby) Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied □ Food Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Supplies Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Drug/Alcohol Testing/Treatment Dissatisfied Neutral Satisfied Very Satisfied Very Dissatisfied ☐ Help with an Adoption Very Dissatisfied Satisfied Very Satisfied Dissatisfied Neutral ☐ Involving and Teaching the Baby's Father Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied □ Transportation Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Prenatal Care Referrals Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Ultrasound Referrals Very Dissatisfied Neutral Satisfied Very Satisfied ☐ Medical Care Referrals for Me Very Dissatisfied Dissatisfied Neutral Satisfied Very Satisfied ☐ Medical Care Referrals for my Baby

Print Page 108 of 158

Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
☐ Child Care (babysi	tting)			
1	2	3	4	5
Very Dissatisfied	Dissatisfied	Neutral	al Satisfied Very Sati	
☐ Teaching Parenting	Skills			
1	2	3	4	5
Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied

Please rate the following statements:

1. I am able to schedule appointments at times that are convenient for me.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
2. I am seen at my appo	intment time.			
1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
3. I am able to decide w	hich service(s) I w	ant.		
1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
4. I fully understand the	service(s) I am re	ceiving.		
1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
5. The service(s) I receiv	e have assisted m	e in continuin	g my pregi	nancy.
1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
6. I am satisfied with the	e service(s) I recei	ve.		
1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
7. I would recommend t	his agency to a fri	end or family	member.	
1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

| Page ____ A2A Client Satisfaction Survey

Print Page 109 of 158

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Attachment 4 Directions for Administration of Customer Satisfaction Survey For the Alternatives to Abortion Program

1.	Per the contract, please adm	inister the survey to all clients who receive services from	
	through	Each client should complete one survey	
2.	Subcontractors, the Contract	plain envelope with the Contractor's name on the outside of the envelope along with a copy of the survey for name, as well as the Subcontractor name, shall appear on the outside of the envelope. The client shall and return the survey to the Contractor in the sealed envelope	
3.		d envelopes to the Office of Administration, Alternatives to Abortion Program, no later than d to the program manager at the following address:	Surveys should be bundled by
Offic 201 ' State	natives to Abortion Program to of Administration W Capitol Ave Capitol Building, Room 125 rson City, MO 65101		

Print Page 110 of 158

• [Reimbursement Request for Other Services]

Attachment 3 Office of Administration Commissioner's Office

Reimbursement Request for Other Services

Program: Alternatives to Abo Contractor:	rtion			
Subcontractor:				
		ation for each item/service t proved before purchased/p 		se, item to be purchased, cost for the item, and the
Proposed Purchase Date	Item	Total Cost (include formal estimate from provider of services)	Justification, include other sources of funding that have been attempted	
Amt to be reimbursed				
attorney fees, and liquidated da Please return to Alternativ Jefferson City, MO 65101. I Authorized person requesting	mage ves to May l purch	s. Please subtract these charges fro Abortion Program Manager be faxed to 573/751-1212 or lase:	om your total reimbursement request prior to su ; State of Missouri – Office of Administra emailed to <u>emily.kraft@oa.mo.gov</u> by th	ntion, Commissioner's Office, State Capitol Building, Room, 125,
Purchase is Approved Denie Reason for denying purchase:		A2A Signature	Date	

Print Page 111 of 158

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RFPS30034901700042 Page
      • [Heading 1]
                 o [Instructions for Submitting a Sol...]
      []
      • []

    [introduction and general information]

                 o [Introduction:]
                 o [Pre-Proposal Conference - A pre-proposal conference regarding this Request for Proposal will be held on August 5 2016 at 9:00 a.m. in Room 400 of the Harry S Truman Building 301 West High Street Jefferson City Missouri.]
                 0 []

    [CONTRACTUAL REQUIREMENTS]

                 o [General Requirements:]
                 o [Eligibility Requirements:]
                 o General Performance Requirements: The contractor must comply with the following General Performance Requirements unless otherwise stated herein.
                 o [Record Maintenance and Reporting and Evaluation Requirements: The contractor shall maintain case files for each client served; provide reports to the state agency
                     identifying client information, services, and activities; and cooperate with the state agency in the evaluation of the effectiveness of the contractor's services and the clients
                      satisfaction with program services. Such evaluation may be conducted by on-site monitoring and talking with clients. ]
                     [Implementation Requirements:]
                 0 []
                 o [Record Retention/Performance Review and Audit Requirements:]
                 o [Contract Compliance:]
                 o [Confidentiality:]
                  [Contractor Qualifications:] [Personnel Requirements:]
                 o [Financial Requirements:]
                 o [Other Contractual Requirements:]
                 o [Federal Funds Requirements: The contractor shall understand and agree that the contract may involve the use of federal funds. Therefore for any federal funds used the
                     following paragraphs shall apply:]

    [Business Associate Provisions:]
    [proposal SUBMISSION INFORMATION]

                 o [Submission of Proposals:]
                 o Competitive Negotiation of Proposals - The vendor is advised that under the provisions of this Request for Proposal the Division of Purchasing reserves the right to conduct
                     negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted the following conditions shall apply:
                 o [Evaluation and Award Process:]
                 o [Evaluation of Cost:]
                 o [Evaluation of Vendor's Experience and Reliability and Expertise of Personnel:]
                 o Evaluation of Method of Performance - Proposals will be subjectively evaluated based on the vendor's plan for performing the requirements of the RFP. Therefore the vendor should present information which demonstrates the method or manner in which the vendor proposes to satisfy these requirements and which confirms the vendor's ability to satisfy the requirements. The language of the narrative should be straightforward and limited to facts solutions to problems and plans of action.]
                     [Evaluation of Vendor's Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Participation:]
                 o [Miscellaneous Submittal Information:]
      • []
          Ī
          [PRICING PAGE]

    [Alternatives to Abortion Program Services - Complete the following table for each geographic region proposed. All costs associated with providing the required servicesshall be
included in the stated price(s) (UNSPSC Code: 85101703)]

                 0 👖
          [EXHIBIT A]
          П
          [EXHIBIT B]
                                  endor should provide the fol...]
         [EXHIBIT c]
                 o [EXHIBIT DCURRENT/PRIOR EXPERIENCE]
                 o [Outside United States:]
                 0 []
                 o [Employee/Conflict of Interest:]
                      [Registration of Business Name (if applicable) with the Missouri Secretary of State:]
      []
STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING (PURCHASING)
REQUEST FOR PROPOSAL (RFP)
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901700042 REQ NO.: NR 300 30007000001
TITLE: Alternatives to Abortion Program Services BUYER: Julie Kleffner
ISSUE DATE: 07/15/16 PHONE NO.: (573) 751-7656

EMAIL: WILL STATES OF THE STATES O
                   E-MAIL: Julie.Kleffner@oa.mo.gov
RETURN PROPOSAL NO LATER THAN: August 26, 202016 AT 2:00 PM CENTRAL TIME (END DATE)
VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH HTTPS://MISSOURIBUYS.MO.GOV BUT MAY RESPOND BY HARD COPY (See Mailing Instructions
MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package Delivered sealed proposals must be in the Purchasing office
(301 W High Street, Room 630) by the return date and time
(U.S. Mail) (Courier Service)
RETURN PROPOSAL TO: PURCHASING or PURCHASING
      PO BOX 809 301 WEST HIGH STREET, RM 630
       JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517
CONTRACT PERIOD: Effective Date of Contract through May 31, 2017
DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:
                                                                                                                                    Office of Administration
                                                                                                                                     Commissioner's Office
                                                                                                                             State Capitol Building, Room 125
Jefferson City MO 65101
```

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 10/19/15) The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri The vendor shall understand and agree that in order for their proposal to be considered for evaluation, they must be registered in MissouriBUYS If not registered at time of proposal opening, the vendor must register in MissouriBUYS upon request by the state immediately after proposal opening

SIGNATURE REQUIRED

Print Page 112 of 158

VENDOR NAME Missouribuys system id (see	VENDOR PROFILE - MAIN INFORMATION SCREEN)	
MAILING ADDRESS		
CITY, STATE, ZIP CODE		
CONTACT PERSON	EMAIL ADDRESS	
PHONE NUMBER	FAX NUMBER	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) Corporation Individual State Local Government	Partnership Sole Proprietor IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE	
PRINTED NAME	ппь	

Instructions for Submitting a Solicitation Response

The Division of Purchasing is now posting all of its bid solicitation documents on the new MissouriBUYS Bid Board (https://www.missouribuys.mo.gov).

MissouriBUYS is the State of Missouri's web-based statewide eProcurement system which is powered by WebProcure, through our partner, Perfect Commerce.

For all bid solicitations, vendors now have the option of submitting their solicitation response either as an electronic response or as a hard copy response. As a means to save vendors the expense of submitting a hard copy response and to provide vendors both the ease and the timeliness of responding from a computer, vendors are encouraged to submit an electronic response. Both methods of submission are explained briefly below and in more detail in the step-by-step instructions provided at https://missouribuvs.mo.gov/pdfs/how to respond to a solicitation.pdf. (This document is also on the Bid Board referenced above.)

- ELECTRONIC RESPONSES: To respond electronically to a solicitation, the vendor must first register with MissouriBUYS by going to the MissouriBUYS Home Page (https://missouribuys.mo.gov, clicking the "Register" button at the top of the page, and completing the Vendor Registration Once registered the vendor accesses their account by clicking the "Login" button at the top of the MissouriBUYS Home Page. After locating the desired solicitation on the Bid Board, at a minimum, the vendor must read and accept the Original Solicitation Documents and complete pricing and any other identified requirements. In addition, the vendor should download and save all of the Original Solicitation Documents on their computer so that they can prepare their response to these documents. Vendors should upload their completed response to these downloaded documents (including exhibits, forms, and other information concerning the solicitation) as an attachment to the electronic solicitation response. Step-by-step instructions for how a registered vendor responds to a solicitation electronically are available on the MissouriBUYS system at:

 https://missouribuys.mo.gov/odfs/how-to-respond-to-a-solicitation.pdf. Any such electronic submissions must be received prior to the specified end date and time
 - o Vendors are encouraged to submit their entire proposal electronically; however in lieu of attaching exhibits, forms, pricing, etc to the electronic solicitation response, a vendor may submit the exhibits, forms, pricing, etc through mail or courier service. However, any such submission must be received prior to the solicitation's specified end date and time. Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents submitted through mail or courier service.
 - o In the event a registered vendor electronically submits a solicitation response and also mails hard copy documents that are not identical, the vendor should explain which response is valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate and award the response which serves its best interest
- HARD COPY RESPONSES: When responding with a hard copy response, any such submission must be received prior to the specified end date and time Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents

End of Instructions for Submitting Solicitation Response

1. introduction and general information

1. Introduction:

- 1. This document constitutes a request for competitive, sealed proposals for the provision of Alternatives to Abortion Program services as set forth herein
- RFPS30034901700042 for Alternatives to Abortion Program services for the Office of Administration, Commissioner's Office, is a rebid of RFPS30034901600477 which was issued on February 17, 2016 Significant additional funding for the Alternatives to Abortion Program services was received after RFPS30034901600477 was issued This RFP substantially mirrors RFPS30034901600477; however, RFPS30034901700042 has been issued with some changes RFPS30034901600477 remains a closed record and will not be available for public review until contracts are executed for the Alternatives to Abortion Program services
- 3. Organization This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
 - 1. Introduction and General Information
 - 2. Contractual Requirements
 - 3. Proposal Submission Information
 - 4. Pricing Pages
 - 5. Exhibits A M

Print Page 113 of 158

- 6. Terms and Conditions
- 7. Attachments 1 8: The vendor is advised that attachments exist to this document which provide additional information and instruction. These attachments are separate links that must be downloaded from the MissouriBUYS Statewide eProcurement System at: https://missouribuys.mo.gov/bidboard.html. It shall be the sole responsibility of the vendor to obtain the attachments. The vendor shall not be relieved of any responsibility for performance under the contract due to the failure of the vendor to obtain a copy of the attachments.
- 2. Pre-Proposal Conference A pre-proposal conference regarding this Request for Proposal will be held on August 5, 2016, at 9:00 a m, in Room 400 of the Harry S Truman Building, 301 West High Street, Jefferson City, Missouri
 - 1. Pre-Proposal Conference Agenda The vendor should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference
 - Pre-Proposal Conference RFP Questions All potential vendors are encouraged to attend the Pre-Proposal Conference as it will be used as the forum for
 questions, communications, and discussions regarding the RFP The vendor should become familiar with the RFP and develop all questions prior to the
 conference in order to ask questions and otherwise participate in the public communications regarding the RFP
 - a. Prior Communication Prior to the Pre-Proposal Conference, the vendor may submit written communications and/or questions regarding the RFP to the buyer identified on page one Such prior communication will provide the State of Missouri with insight into areas of the RFP which may be brought up for discussion during the conference and which may require clarification
 - b. During the Pre-Proposal Conference, it shall be the sole responsibility of the vendor to orally address all issues previously presented to the buyer by the vendor, including any questions regarding the RFP or areas of the RFP requiring clarification
 - c. Addendum to the RFP Any changes needed to the RFP as a result of discussions from the Pre-Proposal Conference will be accomplished as an addendum to the RFP Neither formal minutes of the conference nor written records of the questions/communications will be maintained
 - 3. Vendors are requested to advise the Division of Purchasing within five (5) working days of the scheduled pre-proposal conference of any accommodations needed

3. Background Information:

- 1. The Alternatives to Abortion Program was established in 2007 through section 188 325 RSMo
 (http://www.moga.mo.gov/mostatutes/stathtml/18800003251 html) The program is designed to assist women in carrying their unborn child to term instead of having an abortion, and to assist women for up to a year following the birth in caring for their child, or placing their child for adoption
- 2. The current contracts for Alternatives to Abortion Program Services expire September 30, 2016 The current contractors and the corresponding contract numbers are as follows:

Contractor Name	Contract Number		
Adoption and Foster Care Coalition	C312062001		
Alliance for Life – Missouri	C312062002		
Catholic Charities of Southern Missouri	C312062003		
Faith Maternity	C312062004		
Laclede County Pregnancy Support Center	C312062005		
Lighthouse	C312062006		
Mother's Refuge	C312062007		
Nurses for Newborns	C312062008		

- a. Viewing the Contracts A copy of each of the contracts can be viewed and printed from the Division of Purchasing's Awarded Bid & Contract Document Search System located on the Internet at: http://oa mo gov/purchasing/bidding-contracts/awarded-bid-contract-document-search In addition, all proposal and evaluation documentation leading to the award of that contract may also be viewed and printed from the Division of Purchasing's Awarded Bid & Contract Document Search System Please reference the Bid number B3Z12062 or any of the contract numbers shown above when searching for these documents
- b. State Expenditures The Missouri Accountability Portal (MAP) located on the internet at: http://mapyourtaxes.mo.gov/MAP/Expenditures/ provides financial data related to the purchase of the services under the contracts. Be sure to read the information provided in the links to "Site Information" and "Disclaimer". Then search by any of the contract numbers shown above when searching for the financial information.
- 3. Beginning in Fiscal Year 2017, the Office of Administration will be a subrecipient of the Temporary Assistance for Needy Families (TANF) block grant through the Missouri Department of Social Services As a result, the Department of Social Services will assume the responsibility of overseeing and monitoring the Alternatives to Abortion Program services contracts through a Memorandum of Understanding (MOU) that has been initiated between the Office of Administration and the Department of Social Services
- 4. Approximately \$3,225,000 00 has been appropriated for the Alternatives to Abortion program
- 5. Although the original contract period is less than a 12-month period, it is the intent that each potential renewal period will cover a 12-month period
- Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal

2. CONTRACTUAL REQUIREMENTS

1. General Requirements:

- The contractor shall provide Alternatives to Abortion Program services on behalf of the Office of Administration, Commissioner's Office (hereinafter referred to as the state agency) in accordance with the provisions and requirements stated herein and to the sole satisfaction of the state agency
 - a. The contractor shall provide coordinated, comprehensive Alternatives to Abortion Program services as a continuum of care based on the individual needs for women who meet the specified eligibility criteria (hereinafter referred to as clients) within the awarded geographic region. The geographic regions shall be as defined in Attachment 1. Although the contract award is based on geographic region, the contractor may provide the Alternatives.

Print Page 114 of 158

- to Abortion Program services for clients from outside the awarded geographic region
 - 1. In the event of multiple contract awards, the contractor shall understand and agree that it shall solely be the client's decision regarding which Alternatives to Abortion Program contractor from which to access services; but the state agency anticipates that the client's selection of an Alternatives to Abortion Program contractor will be based in part upon geographic location
- The contractor must expend all funding on services that promote at least one (1) of the following four (4) Temporary Assistance for Needy Families
 (TANF) purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996:
 - a. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - b. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - d. Encourage the formation and maintenance of two-parent families
- 3. The contractor shall ensure any expenditures claimed to the Alternative to Abortion program are not claimed to other federal grants to include but not limited to Domestic Violence funding, Title IV-E Foster Care, Title IV-E Adoption Assistance, Home Visitation, Child Care Block Grant, Early Head Start, and other federally reimbursed programs
- 4. The contractor must ensure the services provided are not also provided to the client through other TANF or federally funded programs such as MWA, Child Care Assistance, etc
- 5. For purposes of the contract, the following services have been determined TANF-allowable:
 - a. Parenting Skills Classes;
 - b. Child Care:
 - c. Housing Assistance (clients are limited to three [3] months of rent or mortgage assistance in a twelve [12] month period);
 - d. Residential care;
 - e. Emergency shelter;
 - f. Utilities (clients are limited to three [3] months of utility assistance in a twelve [12] month period);
 - g. Job Training and Placement;
 - h. Education Services;
 - i. Establishing and Promoting Responsible Paternity;
 - j. Case Management Services; and
 - k. Transportation
- 6. The contractor must ensure all services provided respect the culture, ethnicity, and religious practices of the client. The contractor must be aware of cultural differences and the differences in norms and values and design service delivery in such a manner in order to be responsive to the needs of the client.
- 7. The contractor must be available at all times, twenty-four (24) hours a day, seven (7) days a week, in the event a client needs emergency services. The contractor must provide each client and the state agency with emergency contact information that can be used twenty-four (24) hours a day, seven (7) days a week. The contractor shall assist the client, and if determined necessary by the contractor, the contractor shall refer the client to the client's case manager.
- 8. Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein

2. Eligibility Requirements:

- The contractor shall only provide services for those women who meet the Alternatives to Abortion Program eligibility requirements Therefore, when a
 woman seeks to obtain the contractor's Alternatives to Abortion program services, the contractor must ensure the woman meets the following eligibility
 requirements:
 - a. The woman must be a Missouri resident For purposes of this document, a Missouri resident shall be defined as a person who has fixed their home/dwelling in Missouri, not for any special or temporary purpose, but with a present intention of remaining in Missouri permanently or for an indefinite period of time (Missouri residency is defined in Sections 1 020(14), 472 010(10), and 630 005(11), RSMo);
 - b. The woman must be at or below 185 percent of federal poverty level based on the client or family income;
 - 1. For all clients age 18 or over, or clients under age 18 who are no longer living with their parent(s), income is defined as wages and benefits earned by the client Upon birth of the child, the father's income will be considered if he resides in the home of the child
 - 2. For all clients under age 18 who still reside with their parents, income shall be calculated as described in Attachment 2
 - c. The woman must be carrying an unborn child or children and chooses to carry the unborn child(ren) to term instead of having an abortion; and
 - d. The woman must not be receiving Alternative to Abortion Program services from another provider
- 2. For the purposes of eligibility determination, the contractor may accept the following forms of identification and income documentation:

Print Page 115 of 158

- a. Utility bills;
- b. Driver's licenses;
- c. Pay stubs;
- d. Written employer statements; and
- e. Social Security benefits statements

3. Discharge:

- a. The contractor shall understand and agree that a client is no longer eligible to receive Alternatives to Abortion program services twelve (12) months post-partum and the contractor must discharge the client Services provided to the client after the child turns one (1) year of age (the day following the child's first birthday) will not be reimbursed by the state agency
- 4. The contractor must maintain documentation of eligibility for a minimum of five (5) years for each woman determined eligible
- 3. General Performance Requirements: The contractor must comply with the following General Performance Requirements, unless otherwise stated herein
 - 1. The contractor must design and implement a comprehensive Alternatives to Abortion program that includes all of the following services:
 - a. Assessment Services The contractor must provide assessment services that include eligibility for services and identification of risk factors and services necessary to minimize the likelihood of abortion and maximize the likelihood that the pregnancy will be carried to term The contractor's credentialed case managers shall perform the assessments, including the initial client risk and needs assessment, domestic abuse screenings, and post-partum depression screenings
 - 1. Initial Client Risk and Needs Assessment and Domestic Abuse Screening Within twenty-four (24) hours of the client's admission into the Alternative to Abortion program, the contractor's credentialed case manager must conduct an initial assessment, including a screening for domestic abuse, in order to document the risk factors and the services needed to minimize the risk of abortion and to complete the pregnancy
 - 2. Post-Partum Depression Screenings Six (6) to eight (8) weeks post-partum, the contractor must have one of the contractor's credentialed case managers conduct an assessment for post-partum depression using the Edinburgh Postnatal Depression Screening Scale (EPDS)
 - 3. The client's program eligibility must be determined upon entry into the program and again upon the birth of the child(ren)
 - b. Case Management Services The contractor must provide case management services that manage the identified service needs of the client in order to minimize the likelihood of abortion and improve the pregnancy outcome Case management services may be provided by professional or noncredentialed case managers
 - c. Prenatal Parent Education and Parenting Skills Training The contractor shall provide Prenatal Parent Education and Parenting Skills Training to each client, which is based on the needs of the client, as determined through the assessments and case management services required herein Prenatal Parent Education and Parenting Skills Training services shall be provided by credentialed case managers, non-credentialed case managers, or other individuals who have adequate knowledge in the subject being taught
 - 1. Content of Training:
- Mandatory Training Topics The contractor shall provide Prenatal Parent Education and Parenting Skills Training covering each of the following topics, for a minimum of thirty (30) minutes per topic:
- Safe sleep for infants following the 2011 American Academy of Pediatrics Recommendations;
- Breastfeeding:
- Importance of taking folic acid in the prevention of neural tube defects;
- Use of substances during pregnancy including alcohol, tobacco, and other drugs;
- Importance of prenatal care;
- Immunizations;
- Shaken baby syndrome;
- · Car seat safety; and
- · Nutrition and healthy eating
- Upon completion of the mandatory training topics, the contractor may provide training on other topics
- In the event the client remains in the Alternatives to Abortion Program after delivery of the infant, the contractor must provide training on the importance of preconception care and the advantages of birth spacing as it relates to the health of the mother and infant
 - 2. If there is a question by the state agency as to the relevancy or accuracy of the material being taught in a Prenatal Parent Education and Parenting Skills Training class, the contractor must provide the state agency with copies of the curriculum and/or training materials for state agency approval upon the state agency's request
 - 3. The contractor's Prenatal Parent Education and Parenting Skills Training shall use evidence-based information on the subject(s) being taught
 - 4. The contractor shall include cognitive skills, motor skills, valuing, and comforting of the infant/child in the training
 - 5. The contractor shall provide personnel to provide the Prenatal Parent Education and Parenting Skills Training who have adequate knowledge in the topics to be taught
 - d. Responsible Paternity Education The contractor shall promote parenting skills for the father of the client's infant through education, training, counseling, and support service efforts which include, but are not limited to, providing learning opportunities through interactions of the father of the client's infant and the client(s) children
 - 1. If there is a question by the state agency as to the relevancy or accuracy of the material being taught in a Responsible Paternity Education class, the contractor must provide the state agency with copies of the curriculum and/or training materials for state agency approval upon the state agency's request

Print Page 116 of 158

- 2. The contractor shall provide personnel to provide the Responsible Paternity Education who have adequate knowledge in the topics to be taught
- 2. As part of the comprehensive Alternatives to Abortion program, the contractor shall evaluate the client's needs and provide the following services when deemed appropriate for a client's optimum success. The services provided shall be in accordance with the following requirements:
 - a. Prenatal Care If identified as a client's need, the contractor shall ensure the client is connected with pregnancy-related health care providers. This may include assisting the client in completing enrollment for health coverage through MO HealthNet Division
 - b. Medical Care If identified as a client need, the contractor shall assist the client with finding medical care by a licensed medical provider for the client as related to the maintenance of health, and prevention or treatment of illness, injury, or pregnancy complications for the client, as such services related to the prevention of abortion Licensed medical provider shall be defined as an individual who meets the professional and legal requirements to provide the required health care service in the State of Missouri
 - c. Mental Health Care If deemed as a client need, the contractor shall assist the client in finding appropriate mental health care counseling and treatment to assist the child with management of mental illness or condition through a licensed/certified professional in the State of Missouri
 - d. Newborn or Infant Medical Care If identified as a client need, the contractor shall ensure the provision of newborn or infant medical care by a licensed medical provider as related to the maintenance of health or prevention of illness, and treatment of injury or illness for the infant in the twelve (12) months after delivery
 - e. Adoption Assistance If identified as a client need, the contractor shall ensure the client is provided with accurate information related to placing an infant(s) for adoption by another individual/family which may include legal assistance with adoption
 - f. Child Care If identified as a client need, the contractor shall ensure the client can obtain child care for the client's child(ren) when the parent or guardian is absent due to the client's participation in any Alternatives to Abortion Program service. The child care services may be provided by a relative that does not reside in the same home as the client and the client's child(ren), but shall not include live-in namny services. The contractor must maintain documentation in the client's record that the client has applied for child cares services through the Department of Social Services and is awaiting determination or has been denied for child care services.
 - q. Clothing If identified as a client need, the contractor shall provide the client with clothing relating to pregnancy, newborn care, and parenting
 - h. Domestic Abuse Protection If identified as a client need, the contractor shall ensure the client is provided with domestic abuse protection which includes any service, including transportation and assistance with obtaining an order of protection, which assures the physical and emotional safety of the client and her child(ren)
 - i. Drug and Alcohol Testing and Treatment If identified as a need, the contractor shall ensure the provision of drug and alcohol testing and treatment
 - 1. Drug and Alcohol Testing shall be defined as a proven scientific methodology to determine the level of alcohol, tobacco, and other chemical substances present in the client's body. Drug and alcohol testing may be conducted on the hair, blood, urine, or other body substances of the client and/or client's infant
 - 2. Drug and Alcohol Treatment shall be defined as an individualized, group, or family program, facilitated by a trained, licensed or certified professional or facility, to treat individuals or families affected by alcohol, tobacco, or other drugs
 - j. Educational Services If identified as a need, the contractor shall ensure the client participates in a formal education program designed to allow the client to advance toward a high school diploma or equivalent, business, vocational or technical training, college undergraduate degree, or certificate
 - 1. The contractor must contact the community or government agency(ies) listed below to obtain education services for the client:
- Department of Economic Development;
- Department of Elementary and Secondary Education;
- Department of Higher Education;
- Department of Social Services;
- Community Resources; and
- Community Action Agencies
 - To qualify for reimbursement, the educational services must take place while the client is an Alternatives to Abortion client Educational costs incurred prior to acceptance into the contractor's Alternatives to Abortion program are not eligible for reimbursement. The contractor must ensure educational services are not currently being reimbursed and/or the client is not already receiving these services through another means
 - k. Food If identified as a client need, the contractor shall ensure the client is provided with food relating to pregnancy, newborn care, and parenting, through the Supplemental Nutrition Program Women, Infants, and Children (WIC) and Supplemental Nutrition Assistance Program (SNAP)
 - I. Housing If identified as a client need, the contractor shall ensure the client has housing
 - 1. The contractor must contact the community or government agency(ies) listed below to obtain housing for the client:
- U S Department of Housing and Urban Development (HUD);
- Community Resources; and
- · Community Action Agencies
 - 2. Any housing must ensure a safe place where the client and the client's child(ren) can stay and shall include any of the following:
- Emergency Shelter Housing Emergency shelter shall be defined as short-term housing and shall not exceed fifteen (15) calendar days in duration for the time period the client is enrolled in the Alternatives to Abortion Program Emergency shelter may be provided in a motel or licensed shelter
- Residential Care Residential care shall be defined as longer term housing at a facility which also provides wrap around services to meet the client's needs Residential care may be provided for the client from pregnancy through twelve (12) months post-partum. If the contractor provides services other than Alternatives to Abortions at their facility, the contractor must cost allocate any joint expenditures.
- The facility(ies) providing residential care for clients under the age of 18 must be licensed by the Missouri Department of Social Services
- The facility(ies) providing services to clients age 18 and over must be licensed through, or appropriate permits secured from, the local political subdivisions including, but not limited to, business license, fire inspection, and building inspection

Print Page 117 of 158

- Upon request by the state agency, the contractor shall provide the state agency with a copy of license(s) and/or inspection(s)
- Housing Assistance Housing assistance shall be defined as assistance with rent, house payments, or a security deposit Housing assistance payments are limited to three (3) months of assistance within a twelve (12) month period. The contractor shall ensure that housing assistance provided by the Alternatives to Abortion program for a client does not exceed this frequency.
 - m. Utilities If the client is not in emergency housing or residential care, the contractor may assist the client with utilities (heating, cooling, water, basic phone service, trash, and electricity), if identified as a client need, only after the contractor has assisted the client in accessing the Low Income Home Energy Assistance Program (LIHEAP) Utility assistance is limited to three (3) months of assistance within a twelve (12) month period The contractor shall ensure that utility assistance provided by the Alternatives to Abortion program for a client does not exceed this frequency Assistance shall be coordinated with any LIHEAP assistance received
 - n. Job Training and Placement If identified as a client need, the contractor shall ensure the client is provided with a job training and placement program that facilitates and/or enhances the employability of the client and/or the father of the client's infant who might otherwise not qualify for help The contractor must contact the Division of Workforce Development:
 - o. Supplies If identified as a client need, the contractor shall ensure the client is provided with supplies relating to pregnancy, newborn care, and parenting In addition, if the contractor's case manager determined that the client is unable to provide a safe sleep environment for the client's infant, the contractor shall ensure that the client is provided with a Pack N' Play or equivalent which meets the 2011 American Academy of Pediatric Recommendations
 - p. Transportation If identified as a client need, the contractor shall ensure transportation for the client and the client's child(ren) is provided in order for the client and the client's child(ren) to access program services, services related to the health of the client or the client's child, or in relation to employment and training
 - q. Ultrasound Services If identified as a client need, the contractor shall assist the client with accessing ultrasound services Ultrasound services shall be defined as high frequency sound waves used in monitoring and imaging as medically necessary that are ordered by a licensed healthcare provider and delivered by a certified ultrasound technician
 - r. Other Services If identified as a client need, the contractor shall ensure the client is provided with other additional client services related to assisting the client in carrying the client's unborn child to term instead of having an abortion, to assisting the client in caring for the client's dependent child(ren), to placing the client's child for adoption, or to assisting the client in becoming self-sustaining. The contractor must submit a written request to the state agency utilizing Attachment 3 and receive state agency approval prior to inclusion of such. The written request must be accompanied by documentation showing an estimate of the cost of the services.
 - 1. For requests relating to the payment of vehicle insurance, loan payments, or repairs, the contractor must submit documentation that the vehicle title and/or auto loan is in the client's name
 - 2. The contractor must certify on Attachment 3 that the vehicle is the client's main source of transportation Payments made towards a client's auto loan are limited to \$400 per month, for a maximum period of three (3) months within a twelve (12) month period
 - 3. For requests relating to genetic paternity testing, the contractor shall contact the Family Support Division of the Department of Social Services regarding paternity establishment services
 - 4. Record Maintenance and Reporting and Evaluation Requirements: The contractor shall maintain case files for each client served; provide reports to the state agency identifying client information, services, and activities; and cooperate with the state agency in the evaluation of the effectiveness of the contractor's services and the clients' satisfaction with program services Such evaluation may be conducted by on-site monitoring and talking with clients
 - 1. Record Maintenance: The contractor's case files shall be retained in either hard copy or electronic format, or a combination thereof The contractor's case file documentation shall include, but is not necessarily limited to, the following:
 - a. The contractor shall record the following client demographic data in the case file of each client served
 - 1. Name:
 - 2. Date of Birth;
 - 3. Marital status;
 - 4. Ethnic/cultural designation;
 - Spoken language:
 - 6. Educational level:
 - 7. Social Security Number;
 - 8. Medicaid number (if applicable);
 - 9. Number of dependents in household;
 - 10. Household income;
 - 11. Address; and
 - 12. Estimated date of delivery;
 - b. The contractor shall include the following applicable information in the client's case file
 - 1. Description of services provided, including all case management;
 - 2. Date(s) and time(s) of service provision;
 - 3. Receipts for goods or services provided; and

Print Page 118 of 158

- 4. Documentation of relevant referrals and applications
- c. If a client is determined to be in need of services provided by the MO HealthNet Division, the Supplemental Nutrition Program Women, Infants, and Children (WIC), Supplemental Nutrition Assistance Program (SNAP), DSS child care assistance, and/or the Low-Income Home Energy Assistance Program (LIHEAP), the contractor must maintain documentation in the client's record showing the client has applied for such programs or services
- d. If the case manager refers the client for (1) the MO HealthNet Prenatal Case Management program, (2) Building Blocks of Missouri program, (3) Healthy Families Missouri Home Visiting program, or the (4) Healthy Start program, the contractor must maintain documentation in the client's record showing the client has been referred for such programs or services
- e. The contractor shall record the following information in the state agency's electronic data system:
 - 1. Client Intake Form Within five (5) working days after completing the determination of eligibility and completion of the initial client intake assessment, the contractor must complete the Client Intake Form in the state agency's data system
 - 2. Postpartum Depression screening assessment Within ten (10) calendar days after completion of the required Edinburgh Postnatal Depressing Screening Scale assessment (EDPS), the contractor shall enter the data collected into the state agency's data system
 - 3. Pregnancy Outcome Within seven (7) days of notification that the client has delivered or is no longer pregnant, the contractor shall enter the data collected into the state data system
 - 4. Discharge Documentation For all clients who are no longer eligible or who have elected to discontinue Alternatives to Abortion program services, the contractor shall record the discharge in the state agency's data system within seven (7) calendar days of the client's decision to terminate program services or the client's last day of eligibility
- 2. The contractor shall conduct monthly case file reviews by supervisory personnel in accordance with the following:
 - a. A minimum of one (1) case file must be reviewed per case worker;
 - b. Corrective action taken for incomplete findings must be documented; and
 - c. Case file reviews must be documented and retained in the case file
- 3. The contractor shall submit reports as follows:
 - a. The contractor shall submit a case file review summary report reflecting the results of the monthly case file reviews to the state agency by no later than February 15th, June 15th, and October 15th
 - b. The contractor must report the following information to the state agency by no later than the 15th of each month for the state agency to track the effectiveness of the contractor's program. The report shall include, but not be limited to, the following information:
 - 1. Number of clients enrolled;
 - 2. Number of clients engaged in job training and placement or educational services through the Alternatives to Abortion program;
 - 3. Number of fathers who participated in Alternatives to Abortion case management sessions, prenatal and parenting skills courses, or responsible paternity services during the time of the client's eligibility;
 - 4. Number of prenatal skills and parenting education classes held;
 - 5. Number of clients who attended prenatal skills and parenting education classes;
 - 6. Number of case management hours provided;
 - 7. Number of clients who participated in case management services; and
 - 8. Any additional information as may be required by the state
- 4. Client Satisfaction Every June and December, the contractor must assess client satisfaction by providing each client with a Client Satisfaction Survey A draft copy of the Client Satisfaction Survey Instructions and a draft copy of the Client Satisfaction Survey are included as Attachment 4 Arespectively
 - a. The contractor shall ensure the Client Satisfaction Survey does not contain the client name or other identifying information
 - b. The contractor shall make every effort to ensure the Client Satisfaction Survey is completed by the client and returned to the contractor in a sealed envelope provided to the client by the contractor
 - c. The contractor must provide the state agency with each completed Client Satisfaction Survey no later than ten (10) calendar days following its completion

5. Implementation Requirements:

- 1. The contractor shall be fully operational by no later than fifteen (15) calendar days after state agency authorization to proceed with providing services. Fully operational shall include providing sufficient personnel to perform the services required, completion of all necessary functions, actions, setup, etc., necessary for successful business operation, and full implementation of all required services pursuant to the requirements of this document
- 2. State Agency Liaison By no later than seven (7) calendar days after state agency authorization to proceed with services, the state agency will designate a state agency liaison. The state agency will provide the contractor with the state agency liaison name, telephone number, and e-mail address. The contractor shall follow the state agency liaison's instructions.
- 3. Contractor Representative The contractor shall provide a representative to serve as the state agency contact. By no later than five (5) working days after state agency authorization to proceed with services, the contractor shall provide the state agency with the name, address, telephone number, and e-mail address of the contractor's representative servicing the contract. In the event the contractor changes the contractor's representative servicing the contract,

Print Page 119 of 158

the contractor shall provide written notification to the state agency a minimum of thirty (30) days prior to the effective date of the change

4. Contractor Service Location - The contractor must have at least one Alternatives to Abortion Program service location physically located within the awarded geographic region which must include adequate meeting space for face-to-face appointments between a client and the contractor's personnel The contractor may also have other satellite service locations in or out of the awarded geographic region By no later than five (5) working days after the state agency authorization to proceed with services, the contractor must provide the state agency with a list of all service locations, including any home-offices, and must provide written notification to the state agency five (5) business days prior to the effective date of any change of a service location

5. Computer Compatibility - The contractor must have and maintain a computer with high-speed Internet service using Internet Explorer that is fully compatible with the state agency's data system in order to enable the contractor to accurately and timely update the state agency's data system as required herein. The contractor must complete specific security forms provided by the state agency for access to the state agency data system.

6. Record Retention/Performance Review and Audit Requirements:

- 1. The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state agency
 - a. The contractor shall make all such records, books, and other documents relevant to the contract available to the state agency and its designees, or the Missouri State Auditor in a format acceptable to the state agency, at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later
 - b. The contractor shall retain all such records according to the state agency's retention period or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, investigation, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of such action and resolution of all issues that arise from it
 - c. The contractor shall permit the state agency, governmental auditors, and authorized representatives of the State of Missouri to audit, examine, copy, or investigate any of the contractor's records, procedures, books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the contractor regardless of format in which these materials are stored and maintained Failure to retain adequate documentation for any service billed may, at the sole discretion of the state agency, result in recovery of payments for services not adequately documented Any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor However, the contractor may contest any such exception as provided by law The state agency will pay the contractor all amounts which the contractor may ultimately be held entitled to receive as a result of a judgment on behalf of the contractor
 - d. The contractor shall retain records which relate to (1) appeals; (2) litigation of the settlement of claims arising out of performance of the contract; and (3) costs and expenses of the contract to which exception has been taken by the Administration for Children and Families or its duly authorized representative, for a period of three (3) years from the expiration date of the contract
- 2. The contractor shall allow site visits by state agency personnel, or its designees, and shall make available such performance reviews, client files, and financial bookkeeping records as requested for examination. The contractor shall participate and cooperate in such site visits. The contractor shall require appropriate identification and/or documentation of authority of all persons making site visits and notify the state agency liaison when someone other than the state agency liaison or national affiliate requests access to their records

7. Contract Compliance:

- 1. The state agency reserves the right to monitor the contract throughout the effective period of the contract to ensure compliance with contractual requirements. Additionally, the state agency reserves the right to audit all records related to the contractor's performance under the contract for a period of three (3) years from the expiration date of the contract
 - a. The contractor shall cooperate with any state agency review of records and other documentation related to the contractor's performance under the contract
- In the event the state agency determines the contractor to be non-compliant, or at risk for non-compliance with contractual requirements, the state agency shall have the right to impose special conditions or restrictions on the contractor to bring the contractor into compliance or to mitigate the risk of noncompliance
 - a. The state agency shall provide written notification to the contractor of the determination of non-compliance or the risk of non-compliance, identifying any special conditions or restrictions to be imposed by the state agency
 - b. Special conditions or restrictions may include, but are not limited to:
 - 1. Requiring the contractor to obtain additional technical assistance;
 - 2. Requiring additional levels of prior approval from the state agency for contract activities;
 - 3. Requiring additional or more detailed financial reports and/or other documentation;
 - 4. Additional, ongoing contract monitoring/oversight by the state agency; and/or
 - 5. Requiring the submission and implementation of a corrective action plan
- 3. In the event the state agency requires the contractor to submit and implement a corrective action plan, the state agency shall provide written notification to the contractor, identifying the specific performance and/or other contractual requirements that are not being met and the expected corrective resolution
 - a. The contractor shall submit a written corrective action plan to the state agency within the timeframes specified in the state agency notification
 - b. The corrective action plan must include the actions the contractor proposes to take to remedy concerns, timeframes for achieving such corrective actions, the person(s) responsible for the necessary action, the improvement that is expected, a description of how progress will be measured, and a description of the actions to be taken to prevent the situation from recurring
 - c. The state agency will notify the contractor in writing if the corrective action plan is approved or if modifications to the corrective action plan are required
 - 1. In the event the state agency requires changes to the corrective action plan, the contractor shall submit a revised corrective action plan within five (5) working days of receipt of the state agency's notification that changes are required

Print Page 120 of 158

d. The contractor shall immediately implement the state agency-approved corrective action plan upon receipt from the state agency

8. Confidentiality:

- 1. Any information pertaining to specific individuals served under the contract, or otherwise protected from public disclosure by state and/or federal law shared by the parties as a result of the performance under the contract, shall remain confidential and only released to the public as permitted by applicable law No reports, documentation, or material prepared as required by the contract which pertains to individually identifiable persons shall be released to the public without the prior, written consent of each party, unless otherwise required by law
- 2. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request Failure of the contractor and any required personnel to sign such documents shall be a breach of contract and subject to the cancellation provisions of the contract
- 3. The contractor shall use appropriate administrative, physical, and technical safeguards to prevent use or disclosure of any information confidential by law that the contractor creates, receives, maintains, or transmits on behalf of the state agency other than as provided for by the contract Such safeguards shall include, but not be limited to:
 - a. Encryption of any portable device used to access or maintain confidential information or use of equivalent safeguard;
 - b. Encryption of any transmission of electronic communication containing confidential information or use of equivalent safeguard;
 - c. Workforce training on the appropriate uses and disclosures of confidential information pursuant to the terms of the contract;
 - d. Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of confidential information by its workforce and subcontractors, if applicable; and
 - e. Any other safeguards necessary to prevent the inappropriate use or disclosure of confidential information
- 4. The contractor shall agree that the use and disclosure of information on clients who are recipients of services is prohibited except as permitted under section 208 120 RSMo and other applicable state and federal law regarding confidentiality of personal information and public assistance programs

9. Contractor Qualifications:

- 1. Pursuant to section 188 325 RSMo, the contractor must not be an organization or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions" and should be "exempt from income taxation pursuant to the United States Internal Revenue Code"
- 2. Pursuant to section 208 067 1 (1) RSMo, the contractor should be a not-for-profit entity that promotes one or more of the four purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
 - a. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - b. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - c. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - d. Encourage the formation and maintenance of two-parent families

10. Personnel Requirements:

- 1. Personnel The contractor shall provide sufficient personnel to perform the services required herein, including personnel who comply with the following minimum requirements to work directly with clients (hereinafter be referred to as case managers):
 - a. Credentialed Case Manager If licensure or certification is required by the case manager's profession for the performance of the specific services assigned to be performed, the contractor shall provide and assign credentialed case manager(s) who must meet the applicable licensing or certification requirements of the case manager's profession in the State of Missouri At a minimum, the contractor's credential case manager(s) must possess at least one (1) of the following qualifications:
 - 1. Registered Professional Nurse;
 - 2. Bachelor's Level Social Worker;
 - 3. Licensed Advanced Macro Social Worker, as defined in section 337 600 RSMo;
 - 4. Licensed Baccalaureate Social Worker, as defined in section 337 600 RSMo if under the direction supervision of a licensed Advanced Macro Social Worker or a licensed Master Social Worker:
 - 5. Licensed Master Social Worker, as defined in section 337 600 RSMo;
 - 6. Licensed Mental Health Professional (Licensed Clinical Social Worker and/or Licensed Professional Counselor);
 - 7. Case Manager with a master's degree in psychology or counseling from an accredited school; or
 - 8. Case Manager with a bachelor's degree in psychology, counseling, or a clinical field from an accredited school if under the direct supervision of a licensed Advanced Macro Social Worker or a licensed Master Social Worker
 - b. Non-credentialed Case Manager In the event that required services do not require a credentialed case manager, the contractor shall assign either a credentialed or a non-credentialed case manager to provide the service(s) The contractor's non-credentialed case manager(s) shall possess at least one (1) of the following qualifications:
 - 1. A minimum of 30 earned semester hours from an accredited college or university in one (1), or a combination of, the following fields:
- Social Work/Human Services;

Print Page 121 of 158

- · Social Welfare;
- · Psychology;
- · Sociology;
- · Elementary Education;
- · Early Childhood Education;
- · Secondary Education;
- Special Education:
- · Counseling, Marriage and Family Therapy;
- · Family and Child Development;
- · Criminal Justice;
- · Juvenile Justice; or
- · Comparable human services related field
 - 2. A high school diploma or equivalent, with two (2) years of experience providing case management services similar to those required herein; or
 - 3. Licensed Practical Nurse
 - 2. Background Security Clearance Report The contractor, the contractor's direct service personnel, and the contractor's supervisors of personnel providing direct services must pass either a criminal record personal identifier (name-based) or a fingerprint based background security clearance search report prior to the provision of service and every two (2) years thereafter
 - a. Information about obtaining the background security clearance reports and obtaining the required forms may be obtained from the Missouri State Highway Patrol, Criminal Justice Information Services (CJIS) Division, or via the Internet at the following address:

http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html

- 3. Pre-Assignment Screenings The contractor, the contractor's direct service personnel, and the contractor's supervisors of personnel providing direct services must pass the following pre-assignment screenings:
 - a. Abuse/neglect report check by the Family Care Safety Registry Background Investigation;
 - b. Abuse/neglect report check from the Department of Health and Senior Services, Employment Disqualification List; and
 - c. Abuse/neglect report check from the Employee Disqualification Registry from the Department of Mental Health
- 4. The contractor shall ensure that all personnel have appropriate training, education, and experience to fulfill the requirements of the assigned positions
- 5. The contractor shall maintain all applicable records, as outlined above, pertaining to all personnel associated with the administration of the Alternatives to Abortion program and the delivery of services to clients
- 6. Substitution of Personnel The contractor agrees and understands that the State of Missouri's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the proposal Therefore, the contractor agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of the state agency The contractor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the state agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The State of Missouri agrees that an approval of a substitution will not be unreasonably withheld
- 7. Authorized Personnel:
 - a. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A
 - b. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state The state may also withhold up to twenty-five percent of the total amount due to the contractor
 - c. The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies
 - d. If the contractor meets the definition of a business entity as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:
 - 1. Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
 - 2. Provide to the Division of Purchasing the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify

Print Page 122 of 158

federal work authorization program: AND

- 3. Submit to the Division of Purchasing a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization
- e. In accordance with subsection 2 of section 285 530, RSMo, the contractor should renew their Affidavit of Work Authorization annually A valid Affidavit of Work Authorization is necessary to award any new contracts

11. Financial Requirements:

- 1. Prior to any payments becoming due under the contract, the contractor must update their vendor registration with their ACH-EFT payment information at https://missouriBUYS mo gov
 - a. The contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT)
- 2. Allocations of Funding
 - a. The contractor shall be awarded a total cost allocation The contractor may provide services above and beyond the total cost allocation award; however, the contractor shall not receive payment for services provided above and beyond the total cost allocation award identified in the Notice of Award
 - b. Throughout the contract period, the state agency reserves the sole right to adjust the contractor's total cost allocation due to changes in appropriations, budget restrictions, current, historic, and future estimated service usage, and other factors determined by the state agency, which may include, but not be limited to:
 - 1. Availability of funding;
 - 2. Previous billing practices of the contractor (i e Utilization of funding);
 - 3. Contractor performance; and
 - 4. Location or geographic region
 - c. The state agency will allocate funding for services on an annual basis and shall provide notification to the contractor of the total cost allocation amount. The amount of the annual total cost allocation shall be determined at the sole discretion of the state agency, without recourse. Such determination may include, but is not limited to, such factors as:
 - 1. Availability of funding;
 - 2. Previous billing practices of the contractor (i e Utilization of funding);
 - 3. Contractor performance; and
 - 4. Location or geographic region
 - d. The contractor will be notified of any revisions to the total cost allocation through a contract amendment
- 3. TANF Quarterly Expenditure Report The contractor (subrecipient) shall ensure that only TANF-allowable services are submitted on their quarterly expenditure report due to the state agency on the 15th day of the first month following the end of each quarter (October 15th, January 15th, April 15th, and July 15th) (refer to Attachment 5)
- 4. The contractor shall submit itemized invoices to the state agency liaison
 - a. By the 15th of the month, the contractor shall submit by email an invoice for the estimated number of clients to be served monthly at the rate as awarded in the contract. The invoice form is included as Attachment 6
 - b. The state agency will compare the monthly number of clients served with the invoiced estimated number of clients to be served to ensure that no less than 80% were served. There will be a reduction to the next month's invoice for any amount below 80%
 - c. The state agency will compare the quarterly expenditure report with the total dollar paid to the contractor for the same quarter If the dollars paid are greater than the dollars reported on the quarterly expenditure report, the state agency shall reduce the next monthly invoice by the corresponding dollar amount
- 5. The state agency reserves the right to:
 - a. audit all invoices, in a manner determined by the state agency;
 - b. reject any invoice for good cause;
 - c. make invoice corrections and/or changes with appropriate notification to the contractor; and
 - d. recover from the contractor any funds for which adequate verification and documentation of expenditures, if required, is not maintained
- 6. The state agency is not required to make payment for services billed on invoices not submitted within the timeframes required by the contract
- 7. Notwithstanding any other payment provision of the contract, if the contractor fails to submit reports when due, or is indebted to the United States, the state agency may withhold payment or reject invoices under the contract
- 8. The state agency shall reject payment for the contractor's failure to perform or deliver the required work or services
- 9. If a request by the contractor for payment or reimbursement is denied, the state agency shall provide the contractor with written notice of the reason(s) for denial

Print Page 123 of 158

10. Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to taxes, shipping charges, interest, penalties, termination payments, attorney fees, liquidated damages, etc

- 11. If the contractor is overpaid by the state agency, upon official notification by the state agency, the contractor shall provide the state agency (1) with a check payable as instructed by the state agency in the amount of such overpayment at the address specified by the state agency or (2) deduct the total amount of overpayment from the subsequent monthly invoices as requested by the state agency
- 12. The contractor shall not utilize moneys received from the state agency under the contract to supplant local funds or subsidize services provided to other agencies, organizations or individuals

12. Other Contractual Requirements:

- 1. Contract A binding contract shall consist of: (1) the RFP, addendums thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) the Division of Purchasing's acceptance of the proposal by "notice of award" All Exhibits and Attachments included in the RFP shall be incorporated into the contract by reference
 - a. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services Before providing equipment, supplies, and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency
 - b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein
 - c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
- 2. Contract Period The original contract period shall be as stated on page 1 of the Request for Proposal (RFP) The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing shall have the right, at its sole option, to renew the contract for three (3) additional one-year periods, or any portion thereof
- 3. Renewal Periods In the event the Division of Purchasing exercises its option for renewal, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period except as stated herein in regard to pricing All prices for the renewal periods will remain the same as that specified in the Notice of Award for the original contract period unless changes to the funds for Alternatives to Abortion Program services are made by the Governor and/or the Missouri General Assembly
 - a. If the option for renewal is exercised by the Division of Purchasing, the contractor should submit a budget/price analysis of the guaranteed-not-to-exceed annual total price requested and a budget narrative
 - b. If additional funds beyond the \$3,225,000 00 are appropriated for the renewal period, the contractor may be given an opportunity to request an amount up to a new maximum total annual award price, based upon the additional funds, as specified in an amendment issued by the Division of Purchasing
 - c. The contractor shall understand and agree the state may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period If funds are reduced, the contractor will be advised of the applicable decrease for the renewal period or portion thereof If such reductions are rejected by the contractor, the contract may be terminated and a new procurement process may be conducted or, if applicable, the State of Missouri may re-allocate the funds amount for the remaining contractors The State of Missouri reserves the right to determine the allocation of funds
 - 1. The minimum number of clients to be served annually shall be determined as specified in paragraph 3 3 2 g of the RFP
- 4. Termination The Division of Purchasing reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the Division of Purchasing, become the property of the State of Missouri. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.
 - a. If state and/or federal funds are not appropriated, continued, or available at a sufficient level to fund the contract, or in the event of a change in federal or state law relevant to the contract, the obligations of each party may, at the sole discretion of the State of Missouri, be terminated in whole or in part, effective immediately or as determined by the State of Missouri, upon written notice to the contractor from the State of Missouri

5. Transition:

- a. The contractor shall work with the state agency and any other organizations designated by the state agency to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the state agency
- b. Upon expiration, termination, or cancellation of the contract, the contractor shall assist the state agency to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the state agency If requested by the state agency, the contractor shall provide and/or perform any or all of the following responsibilities:
 - 1. The contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were required to be produced under the terms of the contract to the state agency and/or to the state agency's designee within seven (7) days after receipt of the written request in a format and condition that are acceptable to the state agency
 - 2. The contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the state agency, in order to ensure the completion of such service prior to the expiration of the contract
 - 3. The contractor shall not accept any new clients in behalf of the state agency nor be paid for service to any new clients by the state agency if service is implemented after the termination or cancellation date of the contract. In the event that services for a client are referred or transferred to another organization, the contractor shall furnish all records, treatment plans, and recommendations, which are necessary to ensure continuity and consistency of care for the client

Print Page 124 of 158

4. If requested in writing via formal contract amendment, the contractor shall continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed sixty (60) calendar days after the expiration, termination, or cancellation date of the contract for a price not to exceed those prices set forth in the contract

- The contractor must obtain specific written approval from the state agency prior to providing continuing services to any client after the termination or cancellation of the contract. The written approval must identify the specific client and contain a date for the termination of service for the client.
- The decision to allow a client to receive continuing services shall be made by the state agency on a case-by-case basis at its sole discretion
 - 6. Contractor Liability The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act
 - a. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract
 - b. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees
 - c. Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above) or (2) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility
 - 7. Insurance The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.
 - a. In the event any insurance coverage is canceled, the state agency must be notified at least thirty (30) calendar days prior to such cancelation
 - 8. Subcontractors Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor
 - a. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract
 - b. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein
 - c. Pursuant to subsection 1 of section 285 530, RSMo, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri In accordance with sections 285 525 to 285 550, RSMo, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285 530, RSMo, if the contract binding the contractor and subcontractor affirmatively states that:
 - 1. The direct subcontractor is not knowingly in violation of subsection 1 of section 285 530, RSMo, and shall not henceforth be in such violation
 - 2. The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States
 - d. The contractor shall notify all subcontractor(s) of applicable Office of Management and Budget (OMB) administrative requirements, cost principles, other applicable federal rules and regulations, and funding source information as included herein
 - 9. Participation by Other Organizations The contractor must comply with any Organization for the Blind/Sheltered Workshop, Service-Disabled Veteran Business Enterprise (SDVE), and/or Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation levels committed to in the contractor's awarded proposal
 - a. The contractor shall prepare and submit to the Division of Purchasing a report detailing all payments made by the contractor to Organizations for the Blind/Sheltered Workshops, SDVEs, and/or MBE/WBEs participating in the contract for the reporting period The contractor must submit the report on a monthly basis, unless otherwise determined by the Division of Purchasing
 - b. The Division of Purchasing will monitor the contractor's compliance in meeting the Organizations for the Blind/Sheltered Workshop and SDVE participation levels committed to in the contractor's awarded proposal. The Division of Purchasing in conjunction with the Office of Equal Opportunity (OEO) will monitor the contractor's compliance in meeting the MBE/WBE participation levels committed to in the contractor's awarded proposal. If the contractor's payments to the participating entities are less than the amount committed, the state may cancel the contract and/or suspend or debar the contractor from participating in future state procurements, or retain payments to the contractor in an amount equal to the value of the participation commitment less actual payments made by the contractor to the participating entity. If the Division of Purchasing determines that the contractor becomes compliant with the commitment, any funds retained as stated above, will be released
 - c. If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the contractor must obtain other certified MBE/WBEs or other organizations for the blind/sheltered workshops or other SDVEs to fulfill the participation requirements committed to in the contractor's awarded proposal
 - 1. The contractor must obtain the written approval of the Division of Purchasing for any new entities This approval shall not be arbitrarily withheld
 - 2. If the contractor cannot obtain a replacement entity, the contractor must submit documentation to the Division of Purchasing all efforts made to secure a replacement. The Division of Purchasing shall have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the

Print Page 125 of 158

contractor's participation commitment

d. No later than 30 days after the effective date of the first renewal period, the contractor must submit an affidavit to the Division of Purchasing The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all contractor payments made to the Organizations for the Blind/Sheltered Workshops The contractor may use the affidavit available on the Division of Purchasing's website at http://oa.mo.gov/sites/default/files/bswaffidavit.doc or another affidavit providing the same information

- 10. Contractor Status The contractor is an independent contractor and shall not represent the contractor or the contractor's employees of the State of Missouri or an agency of the State of Missouri The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc , and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters
- 11. Coordination The contractor shall fully coordinate all contract activities with those activities of the state agency As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing throughout the effective period of the contract
- 12. Property of State The contractor shall agree and understand that all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the State of Missouri Upon expiration, termination, or cancellation of the contract, said items shall become the property of the State of Missouri, which shall include all rights and interests for present and future use or sale as deemed appropriate by the state agency
 - a. The State of Missouri understands and agrees that any ancillary software tools or pre-printed materials (e.g., project management software tools or training software tools, etc.) developed or acquired by the contractor that may be necessary to perform a particular service required hereunder but not required as a specific deliverable of the contract, shall remain the property of the contractor; however, the contractor shall be responsible for ensuring such tools and materials are being used in accordance with applicable intellectual property rights and copyrights
 - b. The contractor shall further agree that no reports, documentation, or material prepared, including the program(s) developed as required by the contract, shall be used or marketed by the contractor or released to the public without the prior written consent of the state agency

13. Confidentiality:

- a. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency
- b. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document
- 14. Publicity Any publicity release mentioning contract activities shall reference the contract number and the state agency Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the state agency The contractor shall obtain approval from the state agency prior to the release of such publicity or publications
- 13. Federal Funds Requirements: The contractor shall understand and agree that the contract may involve the use of federal funds. Therefore, for any federal funds used, the following paragraphs shall apply:
 - 1. Subrecipient of Federal Funds:
 - a. The state agency has determined the contract is subrecipient in nature as defined in 2 CFR § 200 330 For the purposes of the contract, the contractor has been determined to be a subrecipient of federal TANF funds
 - b. To the extents that the contract involves the use, in whole or in part, of federal funds, the contractor shall comply with the special conditions contained in Attachment 7
 - c. The contractor shall comply with the Federal Funds Subrecipient Requirements, attached hereto as Attachment 7 As used in Attachment 7, the term "subrecipient" shall refer to the contractor and the term "state agency" shall refer to the Office of Administration
 - 2. Steven's Amendment In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the contractor shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal funds unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
 - a. The percentage of the total costs of the program or project which will be financed with Federal funds;
 - b. The dollar amount of Federal funds for the project or program; and
 - c. The percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources
 - 3. The contractor shall comply with 31 U S C 1352 relating to limitations on use of appropriated funds to influence certain federal contracting and financial transactions No funds under the contract shall be used to pay the salary or expenses of the contractor, or agent acting for the contractor, to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or Missouri General Assembly The contractor shall comply with all requirements of 31 U S C 1352 which is incorporated herein as if fully set forth The contractor shall submit to the state agency, when applicable, Disclosure of Lobbying Activities reporting forms
 - 4. The contractor shall comply with the Pro-Children Act of 1994 (20 U S C 6081), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act
 - 5. The contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U S C 7401 et seq) and the Federal Water Pollution Control Act as amended (33 U S C 1251 et seq)
 - 6. The contractor shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988 and all applicable regulations. The contractor shall report any conviction of the contractor's personnel under a criminal drug statute for violations occurring on the contractor's premises or off the

Print Page 126 of 158

contractor's premises while conducting official business A report of a conviction shall be made to the state agency within five (5) working days after the conviction

7. Contractor Whistleblower Protections:

- a. The contractor shall comply with the provisions of 41 U S C 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing" In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment
- b. The contractor's employees are encouraged to report fraud, waste, and abuse The contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies This notification must be in the predominant native language of the workforce
- c. The contractor shall include this requirement in any agreement made with a subcontractor or subgrantee
- 8. Non-Discrimination and ADA The contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P L 88-352) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
 - b. Equal Pay Act of 1963 (P L 88 -38, as amended, 29 U S C Section 206 (d));
 - c. Title IX of the Education Amendments of 1972, as amended (20 U S C 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex:
 - d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U S C 794) and the Americans with Disabilities Act of 1990 (42 U S C 12101 et seq) which prohibit discrimination on the basis of disabilities;
 - e. The Age Discrimination Act of 1975, as amended (42 U S C 6101-6107) which prohibits discrimination on the basis of age;
 - f. Equal Employment Opportunity E O 11246, "Equal Employment Opportunity", as amended by E O 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity";
 - g. Missouri State Regulation, 19 CSR 10-2 010, Civil Rights Requirements;
 - h. Missouri Governor's E O #94-03 (excluding article II due to its repeal);
 - i. Missouri Governor's E O #05-30; and
 - j. The requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to the services provided via the contract

14. Business Associate Provisions:

- 1. Health Insurance Portability and Accountability Act of 1996, as amended The state agency and the contractor are both subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) (collectively, and hereinafter, HIPAA) and all regulations promulgated pursuant to authority granted therein The contractor constitutes a "Business Associate" of the state agency Therefore, the term, "contractor" as used in this section shall mean "Business Associate"
 - a. The contractor agrees that for purposes of the Business Associate Provisions contained herein, terms used but not otherwise defined shall have the same meaning as those terms defined in 45 CFR Parts 160 and 164 and 42 U S C §§ 17921 et. seq. including, but not limited to the following:
 - 1. "Access", "administrative safeguards", "confidentiality", "covered entity", "data aggregation", "designated record set", "disclosure", "hybrid entity", "information system", "physical safeguards", "required by law", "technical safeguards", "use" and "workforce" shall have the same meanings as defined in 45 CFR 160 103, 164 103, 164 304, and 164 501 and HIPAA
 - "Breach" shall mean the unauthorized acquisition, access, use, or disclosure of Protected Health Information which compromises the security
 or privacy of such information, except as provided in 42 U S C § 17921 This definition shall not apply to the term "breach of contract" as
 used within the contract
 - 3. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160 103, and in reference to the party to this agreement, shall mean the contractor
 - 4. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160 103, and in reference to the party to this agreement, shall mean the state agency
 - 5. "Electronic Protected Health Information" shall mean information that comes within paragraphs (1)(i) or (1)(ii) of the definition of Protected Health Information as specified below
 - 6. "Enforcement Rule" shall mean the HIPAA Administrative Simplification: Enforcement; Final Rule at 45 CFR Parts 160 and 164
 - 7. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164
 - 8. "Individual" shall have the same meaning as the term "individual" in 45 CFR 160 103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164 502 (g)
 - "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E
 - 10. "Protected Health Information" as defined in 45 CFR 160 103, shall mean individually identifiable health information:
- (a) Except as provided in paragraph (b) of this definition, that is: (i) Transmitted by electronic media; or (ii) Maintained in electronic media; or (iii) Transmitted

Print Page 127 of 158

or maintained in any other form or medium.

- (b) Protected Health Information excludes individually identifiable health information in (i) Education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and (iii) Employment records held by a covered entity (state agency) in its role as employer.

- 11. "Security Incident" shall be defined as set forth in the "Obligations of the Contractor" section of the Business Associate Provisions
- 12. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C
- 13. "Unsecured Protected Health Information" shall mean Protected Health Information that is not secured through the use of a technology or methodology determined in accordance with 42 U S C § 17932 or as otherwise specified by the secretary of Health and Human Services
- b. The contractor agrees and understands that wherever in this document the term Protected Health Information is used, it shall also be deemed to include Electronic Protected Health Information
- c. The contractor must appropriately safeguard Protected Health Information which the contractor receives from or creates or receives on behalf of the state agency. To provide reasonable assurance of appropriate safeguards, the contractor shall comply with the business associate provisions stated herein, as well as the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) and all regulations promulgated pursuant to authority granted therein
- d. The state agency and the contractor agree to amend the contract as is necessary for the parties to comply with the requirements of HIPAA and the Privacy Rule, Security Rule, Enforcement Rule, and other rules as later promulgated (hereinafter referenced as the regulations promulgated thereunder) Any ambiguity in the contract shall be interpreted to permit compliance with the HIPAA Rules
- 2. Permitted Uses and Disclosures of Protected Health Information by the Contractor:
 - a. The contractor may not use or disclose Protected Health Information in any manner that would violate Subpart E of 45 CFR Part 164 if done by the state agency, except for the specific uses and disclosures in the contract
 - b. The contractor may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the state agency as specified in the contract, provided that such use or disclosure would not violate HIPAA and the regulations promulgated thereunder
 - c. The contractor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164 502(j)(1) and shall notify the state agency by no later than ten (10) calendar days after the contractor becomes aware of the disclosure of the Protected Health Information
 - d. If required to properly perform the contract and subject to the terms of the contract, the contractor may use or disclose Protected Health Information if necessary for the proper management and administration of the contractor's business
 - e. If the disclosure is required by law, the contractor may disclose Protected Health Information to carry out the legal responsibilities of the contractor
 - f. If applicable, the contractor may use Protected Health Information to provide Data Aggregation services to the state agency as permitted by 45 CFR 164 504(e)(2)(i)(B)
 - g. The contractor may not use Protected Health Information to de-identify or re-identify the information in accordance with 45 CFR 164 514(a)-(c) without specific written permission from the state agency to do so
 - h. The contractor agrees to make uses and disclosures and requests for Protected Health Information consistent with the state agency's minimum necessary policies and procedures
- 3. Obligations and Activities of the Contractor:
 - a. The contractor shall not use or disclose Protected Health Information other than as permitted or required by the contract or as otherwise required by law, and shall comply with the minimum necessary disclosure requirements set forth in 45 CFR § 164 502(b)
 - b. The contractor shall use appropriate administrative, physical and technical safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by the contract Such safeguards shall include, but not be limited to:
 - 1. Workforce training on the appropriate uses and disclosures of Protected Health Information pursuant to the terms of the contract;
 - Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of Protected Health Information by its workforce and subcontractors, if applicable;
 - 3. Encryption of any portable device used to access or maintain Protected Health Information or use of equivalent safeguard;
 - 4. Encryption of any transmission of electronic communication containing Protected Health Information or use of equivalent safeguard; and
 - 5. Any other safeguards necessary to prevent the inappropriate use or disclosure of Protected Health Information
 - c. With respect to Electronic Protected Health Information, the contractor shall use appropriate administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic Protected Health Information that contractor creates, receives, maintains or transmits on behalf of the state agency and comply with Subpart C of 45 CFR Part 164, to prevent use or disclosure of Protected Health Information other than as provided for by the contract
 - d. In accordance with 45 CFR 164 502(e)(1)(ii) and 164 308(b)(2), the contractor shall require that any agent or subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of the contractor agrees to the same restrictions, conditions, and requirements that apply to the contractor with respect to such information
 - e. By no later than ten (10) calendar days after receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall make the contractor's internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, created by, or received by the contractor on behalf of the state agency available to the state agency and/or to the

Print Page 128 of 158

Secretary of the Department of Health and Human Services or designee for purposes of determining compliance with the HIPAA Rules and the contract

- f. The contractor shall document any disclosures and information related to such disclosures of Protected Health Information as would be required for the state agency to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 42 USCA §17932 and 45 CFR 164 528 By no later than five (5) calendar days of receipt of a written request from the state agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, the contractor shall provide an accounting of disclosures of Protected Health Information regarding an individual to the state agency. If requested by the state agency or the individual, the contractor shall provide an accounting of disclosures directly to the individual. The contractor shall maintain a record of any accounting made directly to an individual at the individual's request and shall provide such record to the state agency upon request
- g. In order to meet the requirements under 45 CFR 164 524, regarding an individual's right of access, the contractor shall, within five (5) calendar days following a state agency request, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the state agency, provide the state agency access to the Protected Health Information in an individual's designated record set However, if requested by the state agency, the contractor shall provide access to the Protected Health Information in a designated record set directly to the individual for whom such information relates
- h. At the direction of the state agency, the contractor shall promptly make any amendment(s) to Protected Health Information in a Designated Record Set pursuant to 45 CFR 164 526
- i. The contractor shall report to the state agency's Security Officer any security incident immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. For purposes of this paragraph, security incident shall mean the attempted or successful unauthorized access, use, modification or destruction of information or interference with systems operations in an information system. This does not include trivial incidents that occur on a daily basis, such as scans, "pings," or unsuccessful attempts that do not penetrate computer networks or servers or result in interference with system operations. By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the state agency's Security Officer with a description of any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan of action for approval that describes plans for preventing any such future security incidents
- j. The contractor shall report to the state agency's Privacy Officer any unauthorized use or disclosure of Protected Health Information not permitted or required as stated herein immediately upon becoming aware of such use or disclosure and shall take immediate action to stop the unauthorized use or disclosure. By no later than five (5) calendar days after the contractor becomes aware of any such use or disclosure, the contractor shall provide the state agency's Privacy Officer with a written description of any remedial action taken to mitigate any harmful effect of such disclosure and a proposed written plan of action for approval that describes plans for preventing any such future unauthorized uses or disclosures
- k. The contractor shall report to the state agency's Security Officer any breach immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the state agency's Security Officer with a description of the breach, the information compromised by the breach, and any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan for approval that describes plans for preventing any such future incidents
- 1. The contractor's reports required in the preceding paragraphs shall include the following information regarding the security incident, improper disclosure/use, or breach, (hereinafter "incident"):
 - 1. The name, address, and telephone number of each individual whose information was involved if such information is maintained by the contractor:
 - 2. The electronic address of any individual who has specified a preference of contact by electronic mail;
 - 3. A brief description of what happened, including the date(s) of the incident and the date(s) of the discovery of the incident;
 - 4. A description of the types of Protected Health Information involved in the incident (such as full name, Social Security Number, date of birth, home address, account number, or disability code) and whether the incident involved Unsecured Protected Health Information; and
 - 5. The recommended steps individuals should take to protect themselves from potential harm resulting from the incident
- m. Notwithstanding any provisions of the Terms and Conditions attached hereto, in order to meet the requirements under HIPAA and the regulations promulgated thereunder, the contractor shall keep and retain adequate, accurate, and complete records of the documentation required under these provisions for a minimum of six (6) years as specified in 45 CFR Part 164
- n. Contractor shall not directly or indirectly receive remuneration in exchange for any Protected Health Information without a valid authorization
- o. If the contractor becomes aware of a pattern of activity or practice of the state agency that constitutes a material breach of contract regarding the state agency's obligations under the Business Associate Provisions of the contract, the contractor shall notify the state agency's Security Officer of the activity or practice and work with the state agency to correct the breach of contract
- p. The contractor shall indemnify the state agency from any liability resulting from any violation of the Privacy Rule or Security Rule or Breach arising from the conduct or omission of the contractor or its employee(s), agent(s) or subcontractor(s). The contractor shall reimburse the state agency for any and all actual and direct costs and/or losses, including those incurred under the civil penalties implemented by legal requirements, including but not limited to HIPAA as amended by the Health Information Technology for Economic and Clinical Health Act, and including reasonable attorney's fees, which may be imposed upon the state agency under legal requirements, including but not limited to HIPAA's Administrative Simplification Rules, arising from or in connection with the contractor's negligent or wrongful actions or violations of this Agreement
- 4. Obligations of the State Agency:
 - a. The state agency shall notify the contractor of limitation(s) that may affect the contractor's use or disclosure of Protected Health Information, by providing the contractor with the state agency's notice of privacy practices in accordance with 45 CFR 164 520
 - b. The state agency shall notify the contractor of any changes in, or revocation of, authorization by an Individual to use or disclose Protected Health Information
 - c. The state agency shall notify the contractor of any restriction to the use or disclosure of Protected Health Information that the state agency has agreed to in accordance with 45 CFR 164 522
 - d. The state agency shall not request the contractor to use or disclose Protected Health Information in any manner that would not be permissible under

Print Page 129 of 158

HIPAA and the regulations promulgated thereunder

5. Expiration/Termination/Cancellation - Except as provided in the subparagraph below, upon the expiration, termination, or cancellation of the contract for any reason, the contractor shall, at the discretion of the state agency, either return to the state agency or destroy all Protected Health Information received by the contractor from the state agency, or created or received by the contractor on behalf of the state agency, and shall not retain any copies of such Protected Health Information This provision shall also apply to Protected Health Information that is in the possession of subcontractor or agents of the contractor

- a. In the event the state agency determines that returning or destroying the Protected Health Information is not feasible, the contractor shall extend the protections of the contract to the Protected Health Information for as long as the contractor maintains the Protected Health Information and shall limit the use and disclosure of the Protected Health Information to those purposes that made return or destruction of the information infeasible. If at any time it becomes feasible to return or destroy any such Protected Health Information maintained pursuant to this paragraph, the contractor must notify the state agency and obtain instructions from the state agency for either the return or destruction of the Protected Health Information.
- 6. Breach of Contract In the event the contractor is in breach of contract with regard to the business associate provisions included herein, the contractor agrees that in addition to the requirements of the contract related to cancellation of contract, if the state agency determines that cancellation of the contract is not feasible, the State of Missouri may elect not to cancel the contract, but the state agency shall report the breach of contract to the Secretary of the Department of Health and Human Services

3. proposal SUBMISSION INFORMATION

1. Submission of Proposals:

- 1. Geographic Regions The vendor may submit a proposal for one or more of the geographic regions identified in Attachment 1
 - a. In the event the vendor is proposing to provide services in one or more of the geographic regions, the vendor is encouraged to submit one proposal The vendor is encouraged to clearly organize the proposal in a manner so it is easily discernible which geographic region the information pertains to It is not necessary to repeat information that is applicable to all proposed geographic regions; however, the vendor should clearly articulate that the information pertains to all proposed services
- 2. Vendor Qualification Pursuant to section 188 325 RSMo, the vendor must not be an organization or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions" and should be "exempt from income taxation pursuant to the United States Internal Revenue Code"
 - a. The vendor should complete and return the attached Certification Regarding Compliance with Section 188 325, RSMo, Exhibit A, with the proposal If not submitted with the proposal, such certification shall be required prior to any contract award
 - b. The vendor should submit recent documentation from the Internal Revenue Service (IRS) indicating the vendor is exempt from income taxation pursuant to the United States Internal Revenue Code If the documentation is not recent, the vendor should also include a copy of the vendor's most recent Federal Tax filing of Form 990 or 990-EZ confirming the vendor is exempt from taxation
- 3. On-line Proposal If a registered vendor is responding electronically through the MissouriBUYS System website, in addition to completing the on-line pricing, the registered vendor should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered vendor is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing. Instructions on how a registered vendor responds to a bid on-line are available on the MissouriBUYS System website at: https://missouribuys.mo.gov/bidboard.html
 - a. The exhibits, forms, and Pricing Pages provided herein can be saved into a word processing document, completed by a registered vendor, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Additional instructions for submitting electronic attachments are on the MissouriBUYS System website. Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any electronic attachments.
 - b. In addition, a registered vendor may submit the exhibits, forms, Pricing Pages, etc , through mail or courier service. However, any such submission must be received prior to the specified end date and time
 - c. If a registered vendor submits an electronic and hard copy proposal response and if such responses are not identical, the vendor should explain which response is valid. In the absence of an explanation, the State of Missouri shall consider the response which serves its best interest
- 4. Hard Copy Proposal If the vendor is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the vendor should include completed exhibits, forms, and other information concerning the proposal (including completed Pricing Page(s) with the proposal The vendor is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing
 - a. Recycled Products The State of Missouri recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment Accordingly, the vendor is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding Lengthy proposals may be submitted in a notebook or binder
 - b. The vendor should include five (5) additional copies along with their original proposal, for a total of six (6) The front cover of the original proposal should be labeled "original" and the front cover of all copies (the copy) should be labeled "copy" In case of a discrepancy between the original proposal and the copies, the original proposal shall govern
 - c. In addition, the vendor should provide a password protected copy of their entire proposal, including all attachments, in Microsoft compatible format on a CD(s) or flash drive The vendor should be sure to provide the password so that the State can access the documents The vendor should ensure all media are identical to the vendor's hardcopy original proposal In case of a discrepancy, the original hardcopy proposal document shall govern
- 5. Open Records Pursuant to section 610 021, RSMo, the vendor's proposal shall be considered an open record after a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Division of Purchasing's imaging system
 - a. The scanned information will be available for viewing through the Internet from the Division of Purchasing's Awarded Bid & Contract Document Search system Therefore, the vendor is advised not to include any information in the proposal that the vendor does not want to be viewed by the public, including personal identifying information such as social security numbers

Print Page 130 of 158

- 1. The vendor should not submit any client information including, but not limited to, individual names, location addresses, department client numbers (DCNs), dates of birth, and Social Security Number (SSNs)
- 2. The Division of Purchasing is a governmental body under Missouri Sunshine Law (Chapter 610 RSMo) Section 610 011 RSMo requires that all provisions be "liberally construed and their exceptions strictly construed" to promote the public policy that records are open unless otherwise provided by law Regardless of any claim by a vendor as to material being proprietary and not subject to copying or distribution, or how a vendor characterizes any information provided in its proposal, all material submitted by the vendor in conjunction with the RFP is subject to release after the award of a contract in relation to a request for public records under the Missouri Sunshine Law (see Chapter 610 RSMo) Only information expressly permitted to be closed pursuant to the strictly construed provisions of Missouri's Sunshine Law will be treated as a closed record by the Division of Purchasing and withheld from any public request submitted to the Division of Purchasing after award Vendors should presume information provided to the Division of Purchasing in a proposal will be public following the award of the contract or after rejection of all proposals and made available upon request in accordance with the provisions of state law
- 3. In no event will the following be considered confidential or exempt from the Missouri Sunshine Law:
- · Vendor's entire proposal;
- Vendor's pricing;
- Vendor's proposed method of performance including schedule of events and deliverables;
- · Vendor's experience information including customer lists or references; and
- Vendor's product specifications unless specifications disclose scientific and technological innovations in which the owner has a proprietary interest (see section 610 021 RSMo, Paragraph 15)
 - 4. In the event that the vendor does submit information with their proposal that is allowed by the Missouri Sunshine Law to be exempt from public disclosure, such parts of their proposal must be separated and clearly marked as confidential within the vendor's proposal along with an explanation of what qualifies the material to be held as confidential pursuant to the provisions of section 610 021 RSMo The vendor's failure to follow this instruction shall relieve the state of any obligation to preserve the confidentiality of the documents
 - 5. The vendor's sole remedy for the state's denial of any confidentiality request shall be limited to withdrawal and return of their proposal at the vendor's expense
 - 6. Organization To facilitate the evaluation process, the vendor is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein The vendor is cautioned that it is the vendor's sole responsibility to submit information related to the evaluation categories and that the State of Missouri is under no obligation to solicit such information if it is not included with the proposal The vendor's failure to submit such information may cause an adverse impact on the evaluation of the proposal The organization of the proposal is left to the discretion of the vendor; however the following order is recommended and preferred
 - a. The proposal should be page numbered and should have an index and/or table of contents referencing the appropriate page number
 - b. The signed page one from the original RFP and all signed amendments should be placed at the beginning of the proposal
 - c. Each of the following sections should be titled and all material related to that category should be included therein
 - 1. Vendor Qualification
- Exhibit A Certification Regarding Compliance with Section 188 325, RSMo, regarding performing, inducing, or assisting in the performing or inducting of or referring for an abortion
 - 2. Cost
- · Pricing Pages
- 3. Vendor's Experience and Reliability and Expertise of Personnel
- Exhibit B Vendor Information
- Exhibit C Certification Regarding Exemption from Income Taxation
- Exhibit D Current/Prior Experience
- Exhibit E Expertise of Key Personnel
 - 4. Proposed Method of Performance
- Exhibit F Method of Performance
- Exhibit G Implementation or Readiness Plan
- Exhibit H Client Scenario
 - 5. Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation, Organizations for the Blind and Sheltered Workshop Preference, and/or Missouri Service-Disabled Veteran Business Enterprise Participation
- · Exhibit I-Participation Commitment
- · Exhibit J-Documentation of Intent to Participate
 - 6. Miscellaneous Information
- · Exhibit K- Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization and Documentation
- · Exhibit L-Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction
- Exhibit M-Miscellaneous Information
 - 7. Questions Regarding the RFP Except as may be otherwise stated herein, the vendor and the vendor's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc, to the buyer of record indicated on the first page of this RFP Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Vendors and their agents who have questions regarding this matter should contact the buyer.
 - a. The buyer may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-526-9816
 - b. Only those questions which necessitate a change to the RFP will be addressed via an addendum to the RFP Written records of the questions and

Print Page 131 of 158

answers will not be maintained. Vendors are advised that any questions received less than ten calendar days prior to the RFP opening date may not be addressed.

- c. The vendor may contact the Office of Equal Opportunity (OEO) regarding MBE/WBE certification or subcontracting with MBE/WBE companies
- Competitive Negotiation of Proposals The vendor is advised that under the provisions of this Request for Proposal, the Division of Purchasing reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:
 - 1. Negotiations may be conducted in person, in writing, or by telephone
 - Negotiations will only be conducted with potentially acceptable proposals The Division of Purchasing reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase All vendors involved in the negotiation process will be invited to submit a best and final offer
 - Terms, conditions, prices, methodology, or other features of the vendor's proposal may be subject to negotiation and subsequent revision. As part of the
 negotiations, the vendor may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility,
 reasonableness, and acceptability of the proposal
 - 4. The mandatory requirements of the Request for Proposal shall <u>not</u> be negotiable and shall remain unchanged unless the Division of Purchasing determines that a change in such requirements is in the best interest of the State of Missouri

3. Evaluation and Award Process:

- 1. Evaluation
 - a. After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contracts shall be awarded to the lowest and best proposals

Evaluation Criteria Scoring Category	Maximum Points	
Cost	80 points	
Vendor's Experience and Reliability and Expertise of Personnel	60 points	
Method of Performance	50 points	
	10 points	
TOTAL	200 points	

- b. Separate evaluations shall be conducted by geographic region, for a total of nine (9) evaluations
- c. After completion of the subjective and objective evaluation, the proposals shall be ranked in lowest and best order, beginning with the proposal receiving the highest combined total of subjective and objective points, including consideration of preference points
- 2. Award Process
 - a. Total Cost Allocation -
 - The state agency anticipates a total of approximately \$3,225,000 00 to be appropriated for Alternatives to Abortion Program services across all
 the geographic regions for the period of the effective date of the contract through May 31, 2017 The state agency anticipates, but does not
 guarantee, the amount of funding to be allocated by geographic region in the following approximate percentages of the total:

Geographic Region	Funding Allocation Approximate Percentage
Geographic Region	3 99%
Geographic Region 2	3 40%
Geographic Region 3	20 51%
Geographic Region 4	9 52%
Geographic Region	3 52%
Geographic Region 6	31 79%
Geographic Region 7	17 10%
Geographic Region 8	3 12%
Geographic Region 9	7 05%

- However, the amount of funding awarded for the original contract period for one or more geographic regions may be reduced or increased based upon any funding that has been expended prior to the date of contract award, or based on other circumstances
- b. Top-ranked Vendor, per geographic region: The top-ranked vendor per geographic region shall be awarded a contract for either the Maximum Annual Total Price, as quoted on the Pricing Page, or the maximum percentage of the funding allocation as specified in the following table, whichever is less. The percentage of the funding allocation awarded to the top ranked vendor is contingent upon the total number of responsive proposals received and considered for contract award, as specified in the following table:

Maximum

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	Percentage of the Funding Allocation for the Top- Ranked Vendor, per Geographic Region
One Proposal	100%
Two Proposals	60%
Three Proposals	40%
Four Proposals	30%
Five or More Proposals	20%

- c. Second-ranked Vendor, per geographic region:
 - The second-ranked vendor, per geographic region shall be awarded a contract based on the vendor's Maximum Annual Total Price and Minimum Annual Total Price, as quoted on the Pricing Page, and the maximum percentage of the funding allocation as specified in the following table. The percentage of the funding allocation awarded for the second-ranked vendor is contingent upon the total number of responsive proposals received and considered for contract award, as specified in the following table:

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	Maximum Percentage of the Funding Allocation for the Second- ranked Vendor, per Geographic Region
Two Proposals	40%
Three Proposals	30%
Four Proposals	23 3% (approximately)
	80% divided by the number of proposals received less the top-ranked proposals (Example: Eleven
Five or More Proposals	responsive proposals received and considered for contract award less the top ranked proposal
	equals 8% [80% divided by ten (10)])

- If there are not enough funds remaining to award the second-ranked vendor the vendor's Minimum Annual Total Price required to provide services pursuant to the available funds, the vendor shall not receive a contract award
- d. Next-ranked vendor(s), per geographic region:
 - If funds remain after the award of a contract to the top-ranked vendor and the award/non-award of a contract to the second-ranked vendor, the
 state shall continue awarding contracts to the next ranking vendors in the manner specified above until the available funding allocations for the
 geographic region is expended. The percentage of the funding allocation awarded for the next-ranked vendor is contingent upon the total
 number of responsive proposals received and considered for contract award, as specified in the following table:

Total Number of Responsive Proposals Received and Considered for Contract Award, per Geographic Region	the Next-ranked Vendor, per Geographic Region
Three Proposals	30%
Four Proposals	23 3% (approximately)
	80% divided by the number of proposals

Print Page 133 of 158

	received less the top-ranked
	proposals
Five or More Proposals	(Example: Eleven responsive proposals received and considered for contract award less the top ranked proposal equals 8% [80% divided by ten (10)])

e. If funds remain after each vendor is awarded a contract as specified above, the top-ranked vendor shall be awarded a contract for the vendor's Maximum Annual Total Price, or a portion thereof, contingent upon the amount of the funding allocation remaining. If funds continue to remain after the award of the contract to the top-ranked vendor for the vendor's Maximum Annual Total Price, the state shall continue awarding contracts in the same manner to the second-ranked vendor(s), etc. until the total available funding allocation is expended

- f. If the total available funding is not awarded, the State of Missouri shall have the right to utilize the remaining funds in a manner in the best interest of the State of Missouri The decision regarding remaining funds rests solely with the State of Missouri
- g. Although the State of Missouri intends to award multiple contracts in each geographic region, the State of Missouri reserves the right to not award lower ranking vendors for reasons based on the overall ranking and/or funding allocation
- h. The Notice of Award will specify the awarded maximum annual total price, and the minimum number of clients to be served annually
 - 1. If the vendor is awarded a contract for less than the Maximum Annual Total Price specified on the Pricing Page, the minimum number of clients to be served annually shall be determined based on a proration of the minimum number of clients to be served on an annual basis as stated on the Pricing Page. The formula used to determine the minimum number of clients to be served on an annual basis shall be:

	Maximum Annual Total Price	= Minimum Number of Clients to
Awarded Price ÷	Minimum Number of Clients To Be Served on an Annual Basis	be Served on an Annual Basis

i. In the event the contract period is greater/less than a 12-month period (as identified on the Notice of Award), the vendor's awarded Maximum Annual Total Price shall be prorated to a price per month and multiplied by the number of months in the awarded contract period and the annual minimum number of clients shall be prorated to a number of clients per month multiplied by the number of months determined for the contract period

4. Evaluation of Cost:

- 1. Pricing The vendor must provide pricing as required on the Pricing Page
 - a. Objective Evaluation of Cost The objective evaluation of cost shall be based on the Maximum Annual Total Price divided by the estimated minimum number of clients to be served annually
 - b. Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

Lowest Responsive Vendor's Price	Ų,	Maximum Cost Evaluation points	T	Assigned Cost	П
Compared Vendor's Price	'n	(80)		Points	

- 5. Evaluation of Vendor's Experience and Reliability and Expertise of Personnel:
 - Experience and reliability of the vendor's organization will be considered subjectively in the evaluation process. Therefore, the vendor is advised to submit
 information concerning the vendor's organization and information documenting the vendor's experience in past performances, especially those
 performances related to the requirements of this RFP. If the vendor is proposing an entity other than the vendor to perform the required services, the
 vendor should also submit the information requested for such proposed subcontractor.
 - a. Vendor Information The vendor should provide information about the vendor's organization on Exhibit B
 - Pursuant to section 208 067 1 (1) RSMo, additional consideration will be given if a vendor is a not-for-profit entity that promotes one (1) or
 more of the four (4) purposes established by Congress under 42 U S C Section 601 of the Personal Responsibility and Work Opportunity
 Reconciliation Act of 1996 The vendor should complete and return the table referenced in item 5 of Exhibit B to indicate if the vendor is a
 non-for-profit entity that promotes one (1) or more of the four (4) purposes
 - Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 - Encourage the formation and maintenance of two-parent families
 - Pursuant to section 188 325 RSMo, additional consideration will be given if the vendor is an organization "exempt from income taxation
 pursuant to the United States Internal Revenue Code" Such vendors should complete and return the attached certification regarding section
 188 325, RSMo, Exhibit C, with the proposal
 - b. Experience The vendor should provide information related to previous and current services/contracts of the vendor or any proposed subcontractor where performance was similar to the required services of this RFP The information may be shown on Exhibit D or in a similar manner

Print Page 134 of 158

1. As part of the evaluation process, the State of Missouri may contact the vendor's references, including references not listed or identified within the vendor's proposal but who have current or previous experiences with the vendor

- 2. The vendor shall agree and understand that the State of Missouri is not obligated to contact the vendor's references
- 2. The qualifications of the personnel proposed by the vendor to perform the requirements of this RFP, whether from the vendor's organization or from a proposed subcontractor, will be subjectively evaluated Therefore, the vendor should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel
 - a. Personnel Expertise The vendor should provide the information requested on Exhibit E for each key person, specifically the contract representative and credentialed case managers, proposed to provide the services required herein
 - The information provided should be structured to emphasize relevant qualifications and experience of the personnel in completing contracts/performing services of a similar size and scope to the requirements of this RFP
 - b. Personnel Qualifications If personnel are not yet hired, the vendor should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired
- 6. **Evaluation of Method of Performance** Proposals will be subjectively evaluated based on the vendor's plan for performing the requirements of the RFP Therefore, the vendor should present information which demonstrates the method or manner in which the vendor proposes to satisfy these requirements and which confirms the vendor's ability to satisfy the requirements The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action
 - 1. Description of Proposed Services Exhibit F is provided for the vendor's use in providing information about the proposed method of performance In addition, each paragraph within the Contractual Requirements should be addressed by providing a description of how the vendor proposes to perform or comply with the requirement and otherwise detailing the vendor's understanding and ability to successfully perform the requirement. When responding to the appropriate provisions in the Contractual Requirements, the vendor should identify the paragraph or subparagraph number and then provide the additional elaboration describing the vendor's plans for performing or meeting the requirement
 - 2. Implementation or Readiness Plan The vendor should complete Exhibit G, or any other format, to describe the proposed schedule for the implementation of the required services beginning from the date of state agency authorization to proceed with services to the day services are fully operational. The vendor should present the information as calendar days following the date of state agency authorization to proceed with services and not actual dates. In the event of overlapping or concurrent tasks, a timeline (PERT, bar, line, etc.) may be used. If the vendor is already providing the services, the vendor should provide a statement of readiness.
 - 3. Client Scenario The vendor's proposal will be evaluated based on the vendor's distinctive plan for accomplishing the requirements of the RFP for the scenario presented in Exhibit H Therefore, the vendor should present a description of the vendor's methodology and submit any and all information necessary to demonstrate the vendor's qualifications, capabilities, resources, etc , to perform the requirements of the RFP in accomplishing the scenario outlined on Exhibit H The vendor should provide a total price with a price analysis for the client services identified in the narrative
 - a. The vendor is advised that all information contained in the scenario narrative and the total price analysis will be utilized in the evaluation of the vendor's proposal, including all evaluation criteria specified herein
 - b. The vendor is further advised that although the amount of information presented in the scenario is limited, the vendor should use every effort to prepare a response to the scenario which demonstrates the vendor's capabilities, methodology, and cost for providing client services
 - c. The vendor is advised that the prices of the individual components included in the total price on Exhibit H may be compared with the prices stated on the Pricing Pages The assigned tasks of personnel described in the narrative may be compared with the qualifications of the proposed personnel and utilized in the evaluation in any manner deemed necessary by the State of Missouri

7. Evaluation of Vendor's Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Participation:

- In order for the Division of Purchasing (Purchasing) to meet the provisions of Executive Order 05-30, the vendor should secure participation of certified MBEs and WBEs in providing the products/services required in this RFP The targets of participation recommended by the State of Missouri are 10% MBE and 5% WBE of the total dollar value of the contract
 - a. These targets can be met by a qualified MBE/WBE vendor themselves and/or through the use of qualified subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful opportunities for MBE/WBE participation
 - b. The services performed or the products provided by MBE/WBEs must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract Therefore, if the services performed or the products provided by MBE/WBEs is utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - c. In order to be considered as meeting these targets, the MBE/WBEs must be "qualified" by the proposal opening date (date the proposal is due) (See below for a definition of a qualified MBE/WBE)
- 2. The vendor's proposed participation of MBE/WBE firms in meeting the targets of the RFP will be considered in the evaluation process as specified below:
 - a. If Participation Meets Target: Vendors proposing MBE and WBE participation percentages that meet the State of Missouri's target participation percentage of 10% for MBE and 5% for WBE shall be assigned the maximum stated MBE/WBE Participation evaluation points
 - b. <u>If Participation Exceeds Target:</u> Vendors proposing MBE and WBE participation percentages that exceed the State of Missouri's target participation shall be assigned the same MBE/WBE Participation evaluation points as those meeting the State of Missouri's target participation percentages stated above
 - c. <u>If Participation Below Target:</u> Vendors proposing MBE and WBE participation percentages that are lower than the State of Missouri's target participation percentages of 10% for MBE and 5% for WBE shall be assigned a proportionately lower number of the MBE/WBE Participation evaluation points than the maximum MBE/WBE Participation evaluation points
 - d. If No Participation: Vendors failing to propose any commercially useful MBE/WBE participation shall be assigned a score of 0 in this evaluation category

Print Page 135 of 158

3. MBE/WBE Participation evaluation points shall be assigned using the following formula:

Vendor's Proposed MBE % ≤ 10% + WBE % ≤ 5% X Maximum MBE/WBE Participation Evaluation points (10) = Assigned MBE/WBE Participation points

4. If the vendor is proposing MBE/WBE participation, in order to receive evaluation consideration for MBE/WBE participation, the vendor <u>must</u> provide the following information with the proposal

- a. Participation Commitment If the vendor is proposing MBE/WBE participation, the vendor must complete Exhibit I, Participation Commitment, by listing each proposed MBE and WBE, the committed percentage of participation for each MBE and WBE, and the commercially useful products/services to be provided by the listed MBE and WBE If the vendor submitting the proposal is a qualified MBE and/or WBE, the vendor must include the vendor in the appropriate table on the Participation Commitment Form
- b. Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each MBE and WBE proposed or must provide a letter of intent signed and dated no earlier than the RFP issuance date by each MBE and WBE proposed which: (1) must describe the products/services the MBE/WBE will provide and (2) should include evidence that the MBE/WBE is qualified, as defined herein (i e, the MBE/WBE Certification Number or a copy of MBE/WBE certificate issued by the Missouri OEO) If the vendor submitting the proposal is a qualified MBE and/or WBE, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent
- 5. Commitment If the vendor's proposal is awarded, the percentage level of MBE/WBE participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- 6. Definition Qualified MBE/WBE:
 - a. In order to be considered a qualified MBE or WBE for purposes of this RFP, the MBE/WBE must be certified by the State of Missouri, Office of Administration, Office of Equal Opportunity (OEO) by the proposal opening date
 - b. MBE or WBE means a business that is a sole proprietorship, partnership, joint venture, or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it
 - c. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts, and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration, Washington, D C
- 7. Resources A listing of several resources that are available to assist vendors in their efforts to identify and secure the participation of qualified MBEs and WBEs is available at the website shown below or by contacting the Office of Equal Opportunity (OEO) at:

Office of Administration, Office of Equal Opportunity (OEO)
Harry S Truman Bldg, Room 630, P O Box 809, Jefferson City, MO 65102-0809
Phone: (877) 259-2963 or (573) 751-8130
Fax: (573) 522-8078
Web site: http://oeo.mo.gov

8. Miscellaneous Submittal Information:

- Organizations for the Blind and Sheltered Workshop Preference Pursuant to section 34 165, RSMo, and 1 CSR 40-1 050, a ten (10) bonus point
 preference shall be granted to vendors including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for
 the blind established pursuant to 41 U S C sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary
 and Secondary Education pursuant to section 178 920, RSMo
 - a. In order to qualify for the ten bonus points, the following conditions must be met and the following evidence must be provided:
 - 1. The vendor must either be an organization for the blind or sheltered workshop or must be proposing to utilize an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million
 - 2. The services performed or the products provided by an organization for the blind or sheltered workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract Therefore, if the services performed or the products provided by the organization for the blind or sheltered workshop is utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - 3. If the vendor is proposing participation by an organization for the blind or sheltered workshop, in order to receive evaluation consideration for participation by the organization for the blind or sheltered workshop, the vendor must provide the following information with the proposal:
 - Participation Commitment The vendor must complete Exhibit I, Participation Commitment, by identifying the organization for the blind or sheltered workshop and the commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop. If the vendor submitting the proposal is an organization for the blind or sheltered workshop, the vendor must be listed in the appropriate table on the Participation Commitment Form
 - Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to
 Participate Form, signed and dated no earlier than the RFP issuance date by the organization for the blind or sheltered workshop proposed or
 must provide a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the organization for the blind or
 sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide and (2)
 should include evidence of the organization for the blind/sheltered workshop qualifications (e.g. copy of certificate or Certificate Number for
 Missouri Sheltered Workshop)

NOTE: If the vendor submitting the proposal is an organization for the blind or sheltered workshop, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

b. A list of Missouri sheltered workshops can be found at the following internet address:

Print Page 136 of 158

http://dese mo gov/special-education/sheltered-workshops/directories

c. The websites for the Missouri Lighthouse for the Blind and the Alphapointe Association for the Blind can be found at the following internet addresses:

> http://www lhbindustries com http://www alphapointe org

- d. Commitment If the vendor's proposal is awarded, the organization for the blind or sheltered workshop participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- 2. Service-Disabled Veteran Business Enterprises (SDVEs) Pursuant to section 34 074, RSMo, and 1 CSR 40-1 050, the Division of Purchasing (Purchasing) has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran business enterprises (SDVEs) A three (3) point bonus preference shall be granted to vendors including products and/or services manufactured, produced or assembled by a qualified SDVE
 - a. In order to qualify for the three bonus points, the following conditions must be met and the following evidence must be provided:
 - The vendor must either be an SDVE or must be proposing to utilize an SDVE as a subcontractor and/or supplier that provides at least three
 percent (3%) of the total contract value
 - 2. The services performed or the products provided by the SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by the SDVE are utilized, to any extent, in the vendor's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause
 - 3. In order to receive evaluation consideration for participation by an SDVE, the vendor <u>must</u> provide the following information with the proposal:
 - Participation Commitment The vendor must complete Exhibit I, Participation Commitment, by identifying each proposed SDVE, the
 committed percentage of participation for each SDVE, and the commercially useful products/services to be provided by the listed SDVE If
 the vendor submitting the proposal is a qualified SDVE, the vendor must be listed in the appropriate table on the Participation Commitment
 Form
 - Documentation of Intent to Participate The vendor must either provide a properly completed Exhibit J, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by the SDVE or a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the SDVE which: (1) must describe the products/services the SDVE will provide and (2) must include the SDV Documents described below as evidence that the SDVE is qualified, as defined herein
- Service-Disabled Veteran (SDV) Documents If a participating organization is an SDVE, unless previously submitted within the past five (5) years to the Purchasing, the vendor <u>must</u> provide the following Service-Disabled Veteran (SDV) documents:
- a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty); and
- a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs

NOTE:

- a. If the vendor submitting the proposal is a qualified SDVE, the vendor must include the SDV Documents as evidence that the vendor qualifies as an SDVE However, the vendor is not required to complete Exhibit J, Documentation of Intent to Participate Form or provide a recently dated letter of intent
- b. If the SDVE and SDV are listed on the following internet address, the vendor is not required to provide the SDV Documents listed above

http://content oa mo gov/sites/default/files/sdvelisting pdf

- b. Commitment If awarded a contract, the SDVE participation committed to by the vendor on Exhibit I, Participation Commitment, shall be interpreted as a contractual requirement
- c. Definition Qualified SDVE:
 - 1. SDVE is doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an office of a registered agent;
 - 2. SDVE has not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs;
 - 3. SDVE has the management and daily business operations controlled by one (1) or more SDVs;
 - 4. SDVE has a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), and a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
 - 5. SDVE possesses the power to make day-to-day as well as major decisions on matters of management, policy, and operation
- 3. Affidavit of Work Authorization and Documentation Pursuant to section 285 530, RSMo, if the vendor meets the section 285 525, RSMo, definition of a "business entity" (http://www.moga.mo.gov/statutes/C200-299/2850000525 HTM), the vendor must affirm the vendor's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein The vendor should complete applicable portions of Exhibit K, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization The applicable portions of Exhibit K must be submitted prior to an award of a contract
- 4. Debarment Certification The vendor certifies by signing the signature page of this original document and any addendum signature page(s) that the vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. The vendor should complete and return the attached certification regarding debarment, etc.,

Print Page 137 of 158

Exhibit L with the proposal This document must be satisfactorily completed prior to award of the contract

- 5. The vendor should complete and submit Exhibit M. Miscellaneous Information
- 6. Business Compliance The vendor must be in compliance with the laws regarding conducting business in the State of Missouri The vendor certifies by signing the signature page of this original document and any addendum signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by the Division of Purchasing. The compliance to conduct business in the state shall include, but not necessarily be limited to:
 - a. Registration of business name (if applicable) with the Secretary of State at http://sos mo gov/business/startBusiness asp
 - b. Certificate of authority to transact business/certificate of good standing (if applicable)
 - c. Taxes (e g , city/county/state/federal)
 - d. State and local certifications (e g, professions/occupations/activities)
 - e. Licenses and permits (e g, city/county license, sales permits)
 - f. Insurance (e g, worker's compensation/unemployment compensation)

The vendor should refer to the Missouri Business Portal at http://business mo gov for additional information

4. PRICING PAGE

- Alternatives to Abortion Program Services Complete the following table for each geographic region proposed All costs associated with providing the required servicesshall be included in the stated price(s) (UNSPSC Code: 85101703)
 - Maximum Annual Total Price The vendor shall provide a maximum annual total price (price to provide services for twelve [12] months) for the provision
 of the Alternatives to Abortion Program Services in accordance with the provisions and requirements of this RFP and based on the minimum estimated
 number of clients to be served on an annual basis as quoted below
 - 2. Minimum Annual Total Price Required to Provide Services- The vendor should state the minimum annual total price required to provide services the vendor must be awarded in order to accept an award. In the event a minimum is not specified, it shall be assumed a minimum does not apply. If the vendor is awarded a contract for less than the Maximum Annual Total Price, the number of clients to be served annually shall be determined based on a proration of the estimated minimum number of clients to be served on an annual basis as stated on the Pricing Page. The formula used to determine the minimum number of clients to be served on an annual basis shall be:

	Maximum Annual Total Price	Maine Market of College
Awarded Price ÷	Minimum Number of Clients To Be Served on an Annual Basis	= Minimum Number of Clients to be Served on an Annual Basis

- 3. Minimum Estimated Number of Clients to be Served Annually The vendor shall indicate the estimated number of clients the vendor anticipates serving annually. If the vendor is awarded a contract for the Maximum Annual Total Price quoted below, the vendor shall serve the minimum number of clients quoted below on an annual basis. However, if the vendor is awarded a contract for less than the Maximum Annual Price quoted by the vendor above, the vendor shall serve the minimum number of clients as described in paragraph 3 3 2 g. 1)
- 4. The vendor should review the Award Process (section 3 3 2 of the RFP) herein for further information regarding awards
- 5. When calculating prices to propose, the vendor should be aware of the possibility that the state agency may not receive any additional appropriated funds during the life of the contract (potential original contract period plus three (3) one year renewals) If the state agency is allocated additional funds, there may be an opportunity for an increase to the total annual award price; refer to the Renewal Periods requirements, paragraph 2 12 3, herein

PRICING PAGE, continued

Line Item	Geographic Region	Original Contract Period Maximum Annual Total Price (based upon a 12- month period)	Minimum Annual Total Price Required to Provide Services (based upon a 12-month period)	
1	1	\$	\$	
2	2	S	\$	
3	3	\$	\$	
4	4	\$	\$	
5	5	\$	\$	
6	6	\$	\$	
7	7	\$	\$	
8	8	\$	\$	
9	9	\$	\$	

EXHIBIT A

Print Page 138 of 158

<u>CERTIFICATION REGARDING COMPLIANCE WITH SECTION 188.325, RSMO</u>

Regarding performing, inducing, or assisting in the performing or inducing of or referring for abortions

The vendor certifies, by submission of the proposal and by signing below, that the vendor is not an organization, or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions'

Name and Title	of Authorized Re	presentative
Signature		Date

EXHIBIT B

VENDOR INFORMATION

The vendor should provide the following information about the vendor's organization:

- 1. Provide a brief company history, including the founding date and number of years in business as currently constituted.
- 2. Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.
- 3. Provide a list of and a short summary of information regarding the vendor's current contracts for similar services.
- 4. List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.
- 5. In the table below, indicate if the vendor is a not-for-profit entity that promotes one or more of the following four (4) purposes established by Congress under 42 U.S.C. Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. If a not-for-profit entity, describe past experience relative to the four (4) purposes.

Not-for-profit entity that promotes one or more of the following (4) pu	rposes: YES	NO
	Clearly identify describe experience	and
Providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives		
Ending the dependence of needy parents on government benefits by promoting job preparation, work, and marriage		
Preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies		
Encouraging the formation and maintenance of two-parent families		

- 6. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.
- 7. Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.

EXHIBIT c

CERTIFICATION REGARDING EXEMPTION FROM INCOME TAXATION

The vendor certifies, by submission of the proposal and by signing below, that the vendor is "exempt from income taxation pursuant to the United States Internal Revenue

Code			
Name and Tit	e of Author	zed Representative	
Signature		Date	

EXHIBIT D CURRENT/PRIOR EXPERIENCE

The vendor should copy and complete this form documenting the vendor and any subcontractor's current/prior experience considered relevant to the services required herein In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may

Veudor Name or Subcontractor Name:	
Reference Information (Current/Prior Services Performed For:)	Α.
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Service/Contract:	
If service/contract has terminated, specify reason:	
Size of Service such as:	

Print Page 139 of 158

Number of Individuals Being Served Total Annual Value-Volume	
Size of Service/Contract (in terms of vendor's total amount of business)	
Description of Services Performed, such as:	
Population Served	
Type of Services Performed	
Geographic Area Served	
Vendor s specific duties and strategic objective	
Personnel Assigned to Service/Contract (include position title):	

EXHIBIT E EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed Identify the geographic region(s) the proposed key personnel will provide service in)

Title of Position: Contract Representative Geographic Region(s):	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to vendor If employee, # of years If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months	
Previous employer(s), positions, and dates	
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
Early childhood development	
Family/marital counseling	
Social work	
Case management	
Program administration	

EXHIBIT E, continued Title of Position: Credentialed Case Manager Geographic Region(s): Name of Person: Educational Degree (s): include college or university, major, and dates License(s)/Certification(s), #(s), expiration date(s), if applicable: Specialized Training Completed # of years' experience in area of service proposed to Describe person's relationship to vendor If employee, # of years If subcontractor, describe other/past working Describe this person's responsibilities over the past 12 months Previous employer(s), positions, and dates Clearly identify the experience, provide dates, Identify specific information about experience in: describe the person's role and extent of involvement in the experience · Early childhood development · Family/marital counseling Social work • Case management · Program administration

EXHIBIT F METHOD OF PERFORMANCE

The vendor should present a written plan for performing the requirements specified in this Request for Proposal In presenting such information, the vendor should specifically address each of the following issues:

1. For each geographic region proposed, identify the service location as well as any satellite locations. Describe the geographic proximity of the services being proposed to the majority of clients to be served. Describe how women initially access services and locate the service location/satellite location.

Print Page 140 of 158

GEOGRAPHIC REGION	
(Identify the geographic region. If proposing multiple geographic regions,	
copy and complete this table for each geographic region proposed.)	
dentify the service location:	Τ
dentify the satellite location(s)	Τ
escribe the geographic proximity of the services being proposed to the majority of the distribution of the services.	he
escribe how women initially access service and locate the service location/satellite location	n.

2. For each geographic region proposed, describe the demographic profile of the at-risk population to be served. Describe outreach strategies for reaching the targeted at-risk population(s), including strategies for addressing the cultural diversity of targeted clients

GEOGRAPHIC REGION _

(Identify the geographic region. If proposing multiple geographic regions,

copy and complete this table for each geographic region proposed.)

Describe the demographic profile of the at-risk population to be served.

Describe outreach strategies for reaching the targeted population.

- 3. For each geographic region proposed, describe the marketing of services.
- 4. For each geographic region proposed, identify the site where the initial Risk and Needs Assessment will be conducted. Describe how client eligibility will be determined.

GEOGRAPHIC REGION

(Identify the geographic region. If proposing multiple geographic regions,

copy and complete this table for each geographic region proposed.)

Identify the site where Risk and Needs Assessment will be conducted:

Describe how client eligibility will be determined.

- 5. For each geographic region proposed, provide a detailed description of the case management process. Identify the hours of service, including emergency coverage outside of business hours and weekends.
- 6. For each geographic region proposed, provide a preliminary list and description of all prenatal and parenting education courses provided by your organization. Indicate the source of the course material taught in each class and identify where each of the required educational components identified in paragraph 2.3.1 c. of the RFP are covered. Additionally, provide copies of any training materials (e.g. manuals, resource books, handouts, reinforcement materials) proposed for use in conducting the training sessions.
- 7. For each geographic region proposed, describe each of the services specified in section 2.3.2 of the RFP. Explain the service delivery system including any referral network and referral plan. Describe the cultural competency of providers.
- 8. For each geographic region proposed, describe how your proposed program will provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
- 9. For each geographic region proposed, describe how your proposed program will help to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- 10. For each geographic region proposed, describe how your proposed program will reduce the incidence of future out-of-wedlock pregnancies. Include your program's annual numerical goals for preventing and reducing the incidence of these pregnancies.
- 11. For each geographic region proposed, describe how your proposed program will encourage the formation and maintenance of two-parent families.
- 12. Organizational Chart The vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel.
 - The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization
- 13. Along with a detailed organizational chart, the vendor should describe the following:
 - · How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance
 - Total Personnel Resources The vendor should provide information that documents the depth of resources to ensure completion of all requirements on time and on
 target. If the vendor has other ongoing contracts that also require personnel resources, the vendor should document how sufficient resources will be provided to the
 State of Missouri.
- 14. Economic Impact to Missouri The vendor should describe the economic advantages that will be realized as a result of the vendor performing the required services. The vendor should respond to the following:
 - · Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products
 - Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations
 - · Provide a description of the company's economic presence within the State of Missouri (e g , type of facilities: sales offices; sales outlets; divisions; manufacturing;

Print Page 141 of 158

warehouse; other), including Missouri employee statistics

EXHIBIT G IMPLEMENTATION OR READINESS PLAN

Implementation or Readiness Plan - The vendor should sequentially list and briefly describe the tasks or events proposed for the implementation of the required services. If no tasks or events are required, the vendor should provide a statement of readiness. For each task/event identified, the vendor should identify the number of days required to complete the task/event, the personnel proposed to perform the task/event, and the number of work hours for each person.

- Completion Day should be specified as a certain number of days from state agency authorization to proceed with services until completion of the specific task and should be expressed as calendar days, not specific dates
- · Assigned Personnel should be identified by name rather than project title unless such personnel are yet to be hired
- · Workhours should indicate that time each assigned person will spend on the specific task

Task or Event	Completion Day	Assigned Personnel	Work- hours
Begin with the day the state agency authorizes the contractor to proceed with contract services	1		N/A
		- 1	

EXHIBIT H CLIENT SCENARIO

The vendor should present a written narrative which demonstrates the method or manner in which the vendor proposes to satisfy the requirements of the Request for Proposal to conduct Alternatives to Abortion Program services for the client scenario described below. The vendor should provide a total price with a price analysis for the client services identified in the narrative.

Jessica Smith has recently graduated from high school. She wants to pursue a career as a high school English teacher. She has applied and been accepted as an incoming freshman at a local college.

Jessica has just learned that she is six weeks pregnant. She does not currently have a job, and her boyfriend, also a recent high school graduate, is also unemployed. They are both 18 years of age and had planned to get an apartment together. Neither one of them has monetary support from their families.

Jessica currently lives 15 miles from the contractor's service location, but does not have a vehicle. If she continues with her higher education plans at the local college, she will be 30 miles away from the local college. She has contacted your organization and is unsure of her decision to parent or adopt. Narrative:

Total price: (provide a price analysis)

EXHIBIT I

PARTICIPATION COMMITMENT

Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) Participation Commitment – If the vendor is committing to participation by or if the vendor is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the vendor must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the vendor's proposal

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the vendor must either (1) enter the participation percentage under MBE or WBE, or must (2) divide the participation between both MBE and WBE If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below Instead, divide the total participation as proportionately appropriate between the tables below

Place a check in the appropriate box below for the region proposed. There should only be <u>ONE</u> box checked. If proposing multiple geographic regions, copy and complete this Participation Commitment Exhibit for each proposed geographic region.

□ Region 1	☐ Region 2	☐ Region 3	☐ Region 4	☐ Region 5
Region 6	□ Region 7	☐ Region 8	☐ Region 9	
MBE Participa	tion Commitment T	able		
the delivery of the	rmed or the products prov contractually-required ser provided exclusive to the	vice/product in a manner	that will constitute an add	lly useful function related to led value to the contract and

Name of Each Qualified Minority Business Enterprise (MBE) Proposed	Committed Percentage of Participation for Each MBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed MBE The vendor should also include the paragraph number(s) from the RFP which requires the product/service the MBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.
	0/	Product/Service(s) proposed:
	%	RFP Paragraph References:
2	0/	Product/Service(s) proposed:
2	%	RFP Paragraph References:
2	0/	Product/Service(s) proposed:
3	%	RFP Paragraph References:
4	0/	Product/Service(s) proposed:
4	%	RFP Paragraph References:
Total MBE Percentage:	%	

EXHIBIT I, continued

WBE Participation C	ommitment Table	
the delivery of the contract		the listed WBE must provide a commercially useful function related to tuct in a manner that will constitute an added value to the contract and tunce of the contract)
Name of Each Qualified Women Business Enterprise (WBE) proposed	Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed WBE The vendor should also include the paragraph number(s) from the RFP which requires the product/service the WBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.
1	%	Product/Service(s) proposed:
1	70	RFP Paragraph References:
2	%	Product/Service(s) proposed:
۷	70	RFP Paragraph References:
2	%	Product/Service(s) proposed:
3	70	RFP Paragraph References:
4	%	Product/Service(s) proposed:
*	70	RFP Paragraph References:
Total WBE Percentage:	%	
Organization for the	Blind/Sheltered Worl	kshop Commitment Table
	ole, the vendor commits dollar value of contract	s to the use of the organization at the greater of \$5,000 or
commercially useful functi	ion related to the delivery of	he listed Organization for the Blind/Sheltered Workshop must provide of the contractually-required service/product in a manner that will performed/provided exclusive to the performance of the contract)
Name of Organizatio for the Blind or Sheltered Workshop Proposed	n for the Blind/Sho The vendor sho which requires t workshop is product/service c	roducts/Services to be Provided by Listed Organization eltered Workshop ould also include the paragraph number(s) from the RFP the product/service the organization for the blind/sheltered s proposed to perform and describe how the proposed onstitutes added value and will be exclusive to the contract
1	Product/Service(s) pr	A
1	RFP Paragraph Refer	
2	Product/Service(s) pr	
2	RFP Paragraph Refer	rences:

EXHIBIT I, continued

	products provided by the	listed SDVE must provide a commercially useful function related to in a manner that will constitute an added value to the contract and e of the contract)
Name of Each Qualified Service-Disabled Veteran Business Enterprise (SDVE) Proposed	Committed Percentage of Participation for Each SDVE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed SDVE The vendor should also include the paragraph number (s) from the RFP which requires the product/service the SDVE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.
1	%	Product/Service(s) proposed:
1	/0	RFP Paragraph References:
2	%	Product/Service(s) proposed:
2	70	RFP Paragraph References:
Total SDVE Percentage:	%	- 33

EXHIBIT J

Print Page 143 of 158

<u>DOCUMENTATION OF INTENT TO PARTICIPATE</u>

If the vendor is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the vendor must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the vendor's proposal

Place a check in the appropriate box below for the region proposed. There should only be ONE box checked. If proposing multiple geographic regions, copy and

		Geographic	Region								
□ Region 1	□ Region 2	☐ Region 3	☐ Region 4	Region 5							
Region 6	□ Region 7	☐ Region 8	□ Region 9								
			~ Copy This Form Fo	r Each Organization Pr	roposed ~						
/endor Name:											
			his Section To Be Compl								
			named participating organization to provi	de the products/services identifi	ied herein for the t	idor identif	iad abova.				
MBE WB	ate business classific	1,7	Sheltered Worksl	lop SDV	700						
		tor the Binit	Shellered works	IOP SDV	E						
Name of Organiz											
	E, Organization for the l	Blind, Sheltered Worl		T							
Contact Name:			Email:		_						
	provide MO Address):		Phone #:								
City:			Fax #:								
State/Zip:			Certification #								
SDVE's Website			Certification Expiration								
Address:			Date:	certification)	—						
	Veteran's (SDV) N	ame:	SDV's Signature:								
lease Print)		PRODUCTS	RVICES PARTICIPAT	INC ORCANIZAT	TION ACT	FEDT	OPRO	VIDE			
					_						
			Auth	prized Signature:	_						
			Autho	orized Signature:	╡						
Authorized Signatur	s of Participating Organ	ization		orized Signature:	ゴ 디						
	of Participating Organ ization for the Blind, She		Date	orized Signature: an the RFP issuance dat	te)						
			Date (Dated no earlier the	nn the RFP issuance dat							
		eltered Workshop, or	Date (Dated no earlier the EXHII DOCUMENTATION (an the RFP issuance dat BIT J, continued DF INTENT TO PA	ARTICIPA						
(MBE, WBE, Organ	ization for the Blind, She	eltered Workshop, or . SERV	Date SDVE) (Dated no earlier the EXHII DOCUMENTATION (ICE-DISABLED VETE)	nn the RFP issuance dat BIT J, continued DF INTENT TO P: RAN BUSINESS E	ARTICIPA ENTERPRI	E (SDV		cithin th	ne nast fü	we (5) wears	to the Divi
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(MBE, WBE, Organ f a participating turchasing (Purch a copy of th	organization for the Blind, She organization is an SI lasing), the vendor <u>n</u> e SDV's award lette	SERV OVE, unless the Soust provide the fo	Date (Dated no earlier the EXHI DOCUMENTATION (ICE-DISABLED VETE) ervice-Disabled Veteran (:	m the RFP issuance data BIT J, continued DF INTENT TO P. RAN BUSINESS E SDV) documents we	ARTICIPA ENTERPRI Pere previou	E (SDV y subm	itted w				
f a participating urchasing (Purch e a copy of the from Active	organization for the Blind, She organization is an SI lasing), the vendor <u>u</u> e SDV's award lette e Duty), AND	SERV DVE, unless the Soust provide the for	Date (Dated no earlier the EXHII DOCUMENTATION (ICE-DISABLED VETE) ervice-Disabled Veteran (billowing SDV documents:	in the RFP issuance data BIT J. continued DF INTENT TO P. RAN BUSINESS E SDV) documents we of a copy of the SDV	ARTICIPA ENTERPRI ere previou V's discharg	y subm	(DD Fo	orm 214	I, Certific	cate of Rele	
f a participating turchasing (Purch a copy of the from Active	organization for the Blind, She organization is an SI lasing), the vendor <u>u</u> e SDV's award lette e Duty), AND	SERV DVE, unless the Soust provide the for	Date (Dated no earlier the EXHII DOCUMENTATION (ICE-DISABLED VETE) ervice-Disabled Veteran (icellowing SDV documents:	in the RFP issuance data BIT J. continued DF INTENT TO P. RAN BUSINESS E SDV) documents we of a copy of the SDV	ARTICIPA ENTERPRI ere previou V's discharg	y subm	(DD Fo	orm 214	I, Certific	cate of Rele	
f a participating urchasing (Purch	organization is an SI lasing), the vendor nees SDV's award letter buty), AND e SDV's documentatives award letter, the second sec	SERV DVE, unless the Soust provide the for a from the Departution certifying dis	Date (Dated no earlier the EXHII DOCUMENTATION (ICE-DISABLED VETE) ervice-Disabled Veteran (icellowing SDV documents:	in the RFP issuance data BIT J. continued DF INTENT TO P. RAN BUSINESS E. SDV) documents we of a copy of the SDV federal agency response	ARTICIPA ENTERPRI Tere previou V's discharge onsible for the	y subm	(DD Fo	orm 214	l, Certific	cate of Rele	ase or Discl
a participating (Purchasing (Purchasing (Purchasing Active) a copy of the from Active a copy of the NOTE: The SDV ection 610 021, 1	organization is an SI lassing), the vendor nees SDV's award letter Duty), AND to SDV's documentary award letter, the SRSMo)	SERV DVE, unless the Senust provide the for from the Departition certifying dis	Date (Dated no earlier the EXHII DOCUMENTATION (ICE-DISABLED VETE) ervice-Disabled Veteran (ice) bllowing SDV documents: ment of Veterans Affairs of ability by the appropriate paper, and the SDV's documents	in the RFP issuance data BIT J. continued DF INTENT TO P. RAN BUSINESS E SDV) documents we or a copy of the SDV federal agency response	ARTICIPA NTERPRI ere previou V's discharg onsible for to ng disability	y subm	(DD Fo	orm 214	l, Certific	cate of Rele	ase or Discl
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EXHIBIT K BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The vendor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

Business entity, as defined in section 285 525, RSMo, pertaining to section 285 530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct

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sellers as defined in subdivision (17) of subsection 12 of section 288 034, RSMo Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities. BOX A - CURRENTLY NOT A BUSINESS ENTITY I certify that (Company/Individual Name) DOES NOT CURRENTLY MEET the definition of a business entity, as defined in section 285 525, RSMo pertaining to section 285 530, RSMo as stated above, because: (check the applicable business status that applies below) I am a self-employed individual with no employees; OR The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288 034, RSMo I certify that I am not an alien unlawfully present in the United States and if Company/Individual Name) is awarded a contract for the services requested herein under (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285 525, RSMo pertaining to section 285 530, RSMo then, prior to the performance of any services as a business entity, (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing with all documentation required in Box B of this exhibit Authorized Representative's Name (Please Print) Authorized Representative's Signature Company Name (if applicable) Date EXHIBIT K, continued (Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.) BOX B - CURRENT BUSINESS ENTITY STATU: (Business Entity Name) MEETS the definition of a business I certify that entity as defined in section 285 525, RSMo pertaining to section 285 530 Authorized Business Entity Representative's Name (Please Authorized Business Entity epresentative's Signature **Business Entity Name** Date E-Mail Address As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following: Enroll and participate in the E-Verify federal work authorization program (Website: http://www.uscis.gov/e-verify; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respec to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the vendor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed, at minimum, by the vendor and the Department of Homeland Security Verification Division If the signature page of the MOU lists the vendor's name and company ID, then no additional pages of the MOU must be submitted; AND Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this EXHIBIT K, continued AFFIDAVIT OF WORK AUTHORIZATION: The vendor who meets the section 285 525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization (Name of Business Entity Authorized Representative) as (Position/Title) first being duly sworn on my oath, (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285 530, RSMo I also affirm that (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.) Authorized Representative's Signature Printed Name Title E-Mail Address E-Verify Company ID Number Subscribed and sworn to before me this (DAY) (MONTH, YEAR)

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commissioned as a notary public within the County of _

and my commission expires on

(NAME OF COUNTY)

(NAME OF STATE) (DATE)

Page 145 of 158 Print

Signature of Notary	Date

EXHIBIT K, continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C - AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that (Business Entity Name) MEETS the definition of a business entity as defined in section 285 525, RSMo pertaining to section 285 530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program The documentation that was previously provided included the following

- The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed by the vendor and the Department of Homeland Security - Verification Division
- A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months)

Name of Missouri State Agency or Public University* to Which Previous E-Verify Documentation

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St Louis; Missouri Southern State University – Joplin; Missouri Western State University – St Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau)

Date of Previous E-Verify Documentation Submission:

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted:

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
Business Entity Name	Date
E-Mail Address	E-Verify MOU Company ID Number
OR STATE OF MISSOURI USE ONLY commentation Verification Completed By:	
Buyer	Date

EXHIBIT L

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion **Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98 510, Participants' responsibilities The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211)
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

Company Name	DUNS # (if known)
Authorized Representative's Printed Name	Authorized Representative's Title
Authorized Representative's Signature	Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its

- certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

 4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "principal," principal," principal, "principal," proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those
- regulations.

 5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a
- person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

 6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the <u>List of Parties</u> Excluded from Procurement or Nonprocurement Programs.

 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not

Page 146 of 158 Print

required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

EXHIBIT M MISCELLANEOUS INFORMATION

Outside United States:

If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor MUST disclose such fact and provide details in the space below or on an attached page

Are any of the vendor's proposed products and/or services being manufactured or performed at sites outside the United States?	Yes_	No_
If YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of Executive Order 04-09? (see the following web link: http://s1.sos.mo.gov/CMSImages/Library/Reference/Orders/2004/eo04-009.pdf)	Yes_	No
If YES, mark the appropriate exemption below, and provide the requested details: 1 Unique good or service • EXPLAIN:		
Foreign firm hired to market Missouri services/products to a foreign country Identify foreign country:		
3 Economic cost factor exists • EXPLAIN:		
4 Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of outside US	contrac	t work
 Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the pservices being manufactured or performed at sites outside the United States:	roducts	and/or

Employee/Conflict of Interest:

Vendors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, n Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof

If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:

Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:

EXHIBIT M, continued

Registration of Business Name (if applicable) with the Missouri Secretary of State:

The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351 572, RSMo, identify the specific section of 351 572 RSMo, which supports the exemption

Charter Number (if applicable)

Company Name

If exempt from registering with the Missouri Secretary of State pursuant to section 351 572 RSMo, identify the section of 351 572 to support the exemption:

STATE OF MISSOURI DIVISION OF PURCHASING TERMS AND CONDITIONS - REQUEST FOR PROPOSAL

1. TERMINOLOGY/DEFINITIONS

Nenewer the following words and expressions appear in a Request for Proposal (RFP) document or any addendum thereto, the definition or meaning described below shall apply.

A Reservandor State Agency means the stanutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the Division of Purchasing (Purchasing). The agency is also responsible for payment.

A Addendum means a written, official modification to a contract.

A Histohneet applies to all Smooth switch are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.

Proposal End Date and Time and similar expressions mean the exact deadline required by the RFP for the recipit of sealed proposals.

Y sandar means the supplies, officient, person, or organization that responds to an RFP by submitting a proposal with present the response to the RFP by submitting a proposal with procurement staff member of Purchasing. The Contract Person as referenced herein is usually the Buyer.

Buxet means the procurement staff member of Purchasing. The Contract Person as referenced herein is usually the Buyer.

Contract means a supplier, officer, person, or organization who is a successful vendor as a result of an RFP and who enters into a contract.

Exhibit applies to forms which are included with an RFP for the reador to complete and submitted with the sealed proposal prior to the specifical end date and time.

Research for Proposal RFP means the solicitation document issued by Purchasing to potential vendors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, University of the proposal prior to the specified end date and time.

Research for Proposal RFP means the solicitation document issued by Purchasing to potential vendors for the purchase of equipment, supplies, and/or services as described in the docum

regions are must came.

**ESMo (Revised Statutes of Missouri) refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of Purchasing.

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**APPLICABLE LAWS AND REGULATIONS

2. APPLICABLE LAWS AND RECULATIONS

a. The contract shall be constructed according to the laws of the State of Missouri. The contract of shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.

b. To the extent that a provision of the contract as contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by constant of both the contractor and purchasing.

c. The contractor must the registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.

d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.

e. The exchains evenue for any legal proceeding relating to or arising out of the RFD or resulting contract shall be only employ personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

OPEN COMPETITION TO SECURE TEOR PROPOSAL DOCUMENTS.

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

Print Page 147 of 158

a. It shall be the vendor's responsibility to ask questions, request changes or clarification, or otherwise advise Purchasing if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from vendors regarding specifications, requirements, competitive proposal process, etc., must be directed to the buyer from Purchasing, unless the RFP specifically refers the vendor to another contact. Such e-mail, fax, or phone communication should be received at least ten calendar days prior to the RFP end to ensure that the vendor receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all vendors will be advised, via the issuance of an addendum to the RFP, of any relevant or pertinent information related to the procurement. Therefore, vendors are advised that unless specified elsewhere in the RFP, any questions received less than ten calendar days prior to the RFP end date may not be answered.

2. Vendors are catinoed that the procurement activities to detect any possibility of deliberate restraint of competition, collusion among under the reason of communication, whether oral or written, shall be construed as a formal or official response or statement.

3. Part of the reason of communication shall be referred to the Missouri at Nature general Soffice for appropriate action.

4. Purchasing monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among vendors, price-fixing by vendors, or any other anticompetitive conduct by vendors which appears to violate state and federal antitivate law.

5. The RFP is available for viewing and downloading on the MissouriBUYS Statewide eProcurement System at https://missouributy.ms. page.

6. The RFP is available for viewing and downloading on the MissouriBUYS Statewide eProcurement System at https://

4. PREPARATION OF PROPOSALS

4. PREPARATION OF PROPOSALS
a. Vendors must examine the entire RPP carefully. Failure to do so shall be at the vendor s risk.
b. Unless otherwise specifically stated in the RPP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
c. Unless otherwise specifically stated in the RPP, any manufacturer names, trade names, information and/or rational gamblers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The vendor say offer any brand which meets or exceeds the specification is a specification and/or requirements and experiments and specifications are subject to rejection without clarification.
d. Proposals lacking any indication of intent to offer an alternate brand or to take an exception thatled to received and considered in complete compliance with the requirements and requirements as listed in the RPP.
e. In the event that the vendor is an agency of state government or other and contained in the proposal and identification of those problibitive clauses. The vendor should include a complete list of statutory references and citations for each provision of the RPP, which is affected by this paragraph. The statutory limitations and prohibitive clauses may (1) be requested to be clarificed in writing by Purchasing or (2) be accepted without further clarification if the statutory limitations and prohibitive clauses are deemed acceptable by Purchasing. If Purchasing determines clarification of the applies offered in a proposal must be new, of current production, and available for marketing by the condition of order to agree to language that reflects the intent and compliance of such law and/or outwise specified in the RPP.
I. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RPP clearly specifies that used, reconditioned, or remanufactured equipment and sup

period.
Any foreign vendor not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

5. SUBMISSION OF PROPOSALS

3. 3. SUBMISSION OF FROUT PROSALS

a. Registered vendors may submit proposals electronically through the MissouriBUYS Statewide eProcurement System at https://missouribuyx.mo.gov/ or by delivery of a hard copy to the Purchasing office. Vendors that have not registered on the MissouriBUYS Statewide eProcurement System may submit proposals bard copy delivered to the brutchasing office. Delivered proposals must be sealed in an envelope or colationer, and received in the Purchasing office at 301 West High St. Rm 630 in Federaci District Months and the exact of the sealed of the RPF. All proposals must (1) be submitted by a dubtive deep representative of the vendor's organization. (2) contain all information required by the RPF, all proposal as required. Hard copy proposals may be mailed to the Purchasing post office box address. However, it shall be the responsibility of the vendor to ensure their proposal is in the Purchasing office (address listed above) no later than the exact end date and time. Different proposals should not be placed in the RPF.

The proposal may be made to clearly marked on the outside with (1) the official and date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be made to the proposal may be made

be placed in the same envelope.

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c. A proposal bentited electronically by a registered vendor may be modified on-line prior to the official end date and time. A proposal which has been delivered to the Purchasing office may be modified by signed, written notice which has been received by Purchasing prior to the official end date and time specified. A proposal may also be modified in person by the vendor or its authorized representative, provided proper identification is presented before the official end date and time. Telephone or telegraphic requests to modify a proposal shall

to the official end date and time specified. A proposal may also be modified in person by the vendor or its authorized representative, provided proper identification is presented before the official end date and time. I elephone or telegraphic requests to modify a proposal shall not be honored.

d. A proposal submitted electronically by a registered vendor may be retracted on-line prior to the official end date and time. A proposal which has been delivered to the Purchasing may only be withdrawn by a signed, written document on company letterhead transmitted via mail, e-mail, or fassimile which has been received by Purchasing prior to the official end and time specified. A proposal may also be withdrawn in person by the vendor or its authorized representative, provided proper identification is presented before the official end date and time. Telephone or telegraphic requests to withdraw a proposal shall not be honored.

e. A proposal may also be withdrawn after the proposal opening through submission of a written request by an authorized representative of the vendor. Justification of withdrawal decision may include a significant error or exposure of proposal information that may cause irreparable harm to the vendor.

irreparable harm to the vendor.

I. When submitting a proposal electronically, the registered vendor indicates acceptance of all RFP requirements, terms and conditions by clicking on the "Accept" button on the Overview tab. Vendors delivering a hard copy proposal to Purchasing must sign and return the RFP cover page or, if applicable, the cover page of the last addendum thereto in order to constitute acceptance by the vendor of all RFP requirements, terms and conditions. Failure to do so may result in rejection of the proposal unless the vendor's full compliance with those documents is indicated elsewhere within the vendor's response.

g. Faxed proposals shall not be accepted. However, faxed and e-mail no-bid notifications shall be accepted.

6. PROPOSAL OPENNG

a. Proposal openings are public on the end date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. All vendors may view the same proposal response information on the MissouriBUYS Statewide efforcurrent System. The contents of the responses shall not be disclosed at this time.
b. Proposals which are not received in the Purchasing office prior to the official end date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances in accordance with I CSR 40-1.050.

7. PREFERENCES

1. FIGURENCES

a. In the evaluation of proposals, preferences shall be applied in accordance with chapter 34, RSMo, other applicable Missouri statutes, and applicable Executive Orders. Contractors should apply the same preferences in selecting subcontractors.
b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, mined, processed or grown within the State of Missouri and to all firms, corporations or individuals some forms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD

a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the vendor and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.

b. Any pricing information submitted by a vendor shall be subject to evaluation if deemed by Purchasing to be in the best interest of the State of Missouri.

c. The vendor is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.

State of Missouri.

A wards shall be made to the vendor whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, responsibility of the vendor, and all other evaluation criteria specified in the RFP and any subsequent negotiations and (3) complies with chapter 34, RSMo, other applicable Missouri statutes, and all applicable Executive Orders.

e. In the event all vendors fail to meet the same mandatory requirement in an RFP, Purchasing reserves the right to waive any minor irregularity or technicality found in any individual proposal.

f. Purchasing reserves the right to reject any and all proposals.

g. When evaluating a proposal, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a proposal, from a vendor, from vendor s references, or from any other source.

h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.

i. Negotiations may be conducted with those vendors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing vendors.

competing vendors.

j. Any award of a contract shall be made by notification from Purchasing to the successful vendor. Purchasing reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by Purchasing based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.

k. Pursuant to section 61.00.21, RSMO, proposals and related documents shall not be available for pulcible review until and contract is executed or all proposals are rejected.

l. Purchasing posts all proposal results on the MissouriBUYS Statewide eProcurement System for all vendors to view for a reasonable period after proposal award and maintains images of all proposal file material for review. Vendors who include an e-mail address with their proposal ward results via e-mail.

m. Purchasing reserves the right to request clarification of any portion of the vendor s response in order to verify the intent of the vendor. The vendor is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

n. Any proposal award protest must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9).

9. CONTRACT/PURCHASE ORDER
a. By submitting a proposal, the vender agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
b. A binding contract shall consist of (1) the RFP, addendums thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) Purchasing's acceptance of the proposal by "notice of award" or by "purchase order." All Exhibits and Attachments include in the RFP shall be incorporated into the contract by reference.
c. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor at the discretion of the state sense.
d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and Purchasing or by a modified purchase order time dendification. The contractor expressity and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

10. INVOICING AND PAYMENT

10. INVOICING AND PAYMENT
a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of Purchasing.
d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.
c. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri assumes the right to reunwhase conde and existence area.

The Latence of Missouri assumes the right to reunwhase conde and existence area.

ari reserves the right to purchase goods and services using the state purchasing card 11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated. 12. INSPECTION AND ACCEPTANCE

12. INSTECTION AND ACCEPTANCE.

A. No equipment, supplies, and/or services services services which does not a supplies, and/or services.

A. No equipment, supplies, and/or services which do not specifications and/or requirmented in which are otherwise unacceptable or defective may be rejected. In addiction, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspecting (nor a ray later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

C. The State of Missourit reserves the right to return any succeptable equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (nor a large time).

C. The State of Missourit reserves the right to return any succeptable equipment, supplies, and/or services shall not conform to or conformation and the properties of the state of the succeptable equipment, supplies, and/or services shall not a conformation and the state of the succeptable equipment, supplies, and/or services which are discovered to be defective or which do not conformation and the specification of the state of the succeptable equipment, supplies, and/or services which are discovered to be defective or which do not conformation and the specification and the supplies, and/or services which are discovered to be defective or which do not conformation and the specification and the supplies, and/or services which are discovered to be defective or which do not conformation and the specification and the supplies, and/or services which are discovered to be defective or which do not conformation and the specification and the supplies, and/or services which are discovered to be defective any because of the supplies, and/or services which are discovered to the supplies and the supplies and or supplies and the supplies and the supplies and or supplies and the supplies and the supplies and the

a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by Purchasing, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's exceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST 1. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.

b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract or nor any of its employees shall acquire any other contractual relationships which results can official.

15. REMEDIES AND RIGHTS

15. REALEDIES AND KIGH 15

A. NO provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of comb
b. The contractor agrees and understands that the contractor may have under the antitrust laws of the United States o
Missouri for which causes of action have accured or will accure as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fittillization of the contract with the State of Missouri.

10. CANCELLATION OF CONTRACT

a. In the event of material breach of the contractual obligations by the contractor, Purchasing may cancel the contract. At its sole discretion, Purchasing may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification a written plan detailing how the contractor intends to cure the breach. If it cric mustances demand immediate action, Purchasing will issue a notice of cancellation terminating the contract raimediately. If it is determined Purchasing improperly cancelled the contract, such cancellation stands to termination for convenience in accordance with the contract.
c. If Purchasing cancels the contract for breach, Purchasing reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as Purchasing deems appropriate and charge the contractor for any additional costs incurred thereby.

10/18/2017 about:blank

Print Page 148 of 158

d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be liable for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

tice to the vendor/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the vendor/contractor.

18. BANKRUPTCY OR INSOLVENCY

a. Upon fling for any bankruptey or insolveney proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify Purchasing immediately. b. Upon learning of any such actions, Purchasing reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVEXTIGATIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include
a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
b. The identification of a person designated to handle affirmative action;
c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
d. The exclusion of discrimination from all collective bargaining agreements; and
e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, Purchasing shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by Purchasing until corrective action by the contractor is ade and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

ment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. FILING AND PAYMENT OF TAXES

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and property pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore the vendor's failure to maintain compliance with chapter 144, RSMo. may eliminate their proposal from consistent on a man.

23. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language. Revised 10-19-15

Attachments

The attachments are separate links that must be downloaded separately from the MissouriBUYS Statewide eProcurement System $at: \underline{https://missouribuys.mo.gov/bidboard.html}.$

10/18/2017 about:blank

Page 149 of 158

Attachment 1		
Geographic Regions		

GEOGRAPHIC REGION	COUNTIES						
Geographic Region 1	Andrew Atchison Buchanan Caldwell Clinton	Daviess DeKalb Gentry Grundy Harrison	Holt Livingston Mercer Nodaway Worth Schuyler Scotland Shelby Sullivan				
Geographic Region 2	Adair Chariton Clark Knox Lewis Linn	Macon Marion Monroe Putnam Ralls Randolph					
Geographic Region 3	Bates Benton Carroll Cass Clay	Henry Jackson Johnson Lafayette Pettis	Platte Ray Saline				
Geographic Region 4	Audrain Boone Callaway Camden Cole	Cooper Gasconade Howard Miller Moniteau	Montgomery Morgan Osage				
Geographic Region 5	Crawford Dent	Laclede Maries	Phelps Pulaski				
Geographic Region 6	Franklin Jefferson Lincoln Perry	Pike St Charles St Francois St Louis City	St Louis County Ste Genevieve Warren Washington				
Geographic Region 7	Barry Barton Cedar Christian Dade Dallas	Greene Hickory Jasper Lawrence McDonald Newton	Polk St Clair Stone Taney Vernon Webster				
Geographic Region 8	Carter Douglas Howell Oregon	Ozark Reynolds Ripley Shannon	Texas Wright				
Geographic Region 9	Bollinger Butler Cape Girardeau Dunklin	Iron Madison Mississippi New Madrid	Pemiscot Scott Stoddard Wayne				

Print Page 150 of 158

ATTACHMENT 2A 2015 INCOME GUIDELINES

Monthly Income	e Limits	i:									
# of Persons	1	2	3	4	5	6	7	8	9	10	11
185% of Poverty	\$1 ,815	\$2,45 6	\$3,098	\$3,739	\$4,380	\$5,022	\$5,663	\$6,304	\$6,946	\$7,587	\$8,228
Major Parent De	eeming										
# of Persons	1	2	3	4	5	6	7	8	9	10	11
100% of Poverty	\$981	\$1,328	\$1,675	\$2,021	\$2,368	\$2,715	\$3,061	\$3,408	\$3,755	\$4,101	\$4,44 8
Full Need Standard	\$678	\$678	\$846	\$990	\$1,123	\$1,247	\$1,372	\$1,489	\$1,606	\$1,722	\$1,839

Print Page 151 of 158

ATTACHMENT 2 MINOR PARENT INCOME DETERMINATION FORMULA

NOTE: The "minor parent's parent" will be referred to as the "major parent"

A minor parent is defined as a parent under the age of 18, including the month turning 18 The major parent is the biological or adoptive parent of the minor parent, not a stepparent of the minor parent. The income of a major parent(s) is used in determining eligibility, if the major parent(s) lives in the same household as the minor parent. A major parent remains financially responsible for the minor parent until the month s/he reaches the age of 18

When a minor parent requests benefits, the assistance group(s) and budgeting must be determined based on the family's situation

If a three generation family does not file as one assistance group, the major parent's income is deemed to the minor parent's assistance group

NOTE: Verification of the major parent's income is necessary to establish eligibility

When a minor parent moves in with his/her parent(s), determine if the minor parent is included in an assistance group with his/her parent(s) or if the parent's income is deemed to him/her

NOTE: DO NOT include the major parent's spouse who is a stepparent or persons in the minor parent's eligibility unit as dependents

When the major parent's income is deemed to the minor parent, determine the portion of the major parent's income to attribute to the minor parent

- 1. Obtain the major parent's monthly gross income;
- 2. Subtract the following from the gross earned income:
- 1. An amount equal to 100% of the Federal Poverty Level (FPL) (see Attachment 3A) for the major parent and their dependents in the household (do not include the
 - a. Dependents are persons who are or could be claimed by the major parent as a dependent for purposes of federal tax liability
- A \$90 work expense standard for each employed major parent
 An amount equal to the full need standard (see Attachment 3A) for the major parent and any other individuals living in the home, (whose needs are not considered in the minor parent's assistance group), who are claimed or could be claimed by the parent as dependents for purposes of federal income tax liability
 - a. Example: If two adult parents and a sibling of the minor parent live in the same household as the minor parent and her dependent child, disregard an amount equal to the full standard of need for three people
- 4. Amounts actually paid by the major parent(s) to individuals not living in the home but who are claimed or could be claimed as dependents for federal income tax
- 5. Court-ordered alimony or child support paid by the major parent(s) for individuals not living in the household

The remainder is shown as unearned income on the minor parent's budget

EXAMPLE: Ms Smith is a minor parent living with her mother Also in the household are her 2 sisters Ms Smith's mother earns \$3,000 monthly

\$3,000 - 1,675 (100% of the Federal Poverty Level for 3) = 1,325

\$1,325 - \$90 = 1,235

\$1,235 - \$846 (full need standard for 3) = \$389

\$389 is the major parent's income deemed to the minor parent

When a minor parent reaches age 18 or moves out of his/her parent's home, the major parent's income is not deemed effective the next month

Print Page 152 of 158

Message: RE: Here is the first installment of the massive amount of bureaucracy involved in applying for and complying with Alternatives to Abortion (A2A) funding

Case Information:

 Message Type:
 Exchange

 Message Direction:
 External, Inbound

 Case:
 GOV_10032017_Search

 Capture Date:
 10/3/2017 9:43:17 AM

 Item ID:
 29387682

 Policy Action:
 Not Specified

RE: Here is the first installment of the massive amount of bureaucracy involved in applying for and complying with Alternatives to Abortion (A2A) funding

From Scott, Todd Date Monday, August 14, 2017 8:53 AM

To 'Samuel Lee'
Cc Neustadt, Jennae

image001.jpg (9 Кb нтм.)

Sam – Thank you for sending me this info I requested It is very important that our A2A program run smoothly and efficiently I'm going to set up a meeting with appropriate representatives from our departments to talk to representatives of organizations who operate the agencies that depend on these funds so that we can make sure that unnecessary "red tape" is removed and we are getting funds as quickly as possible to those on the front lines who are caring for the most vulnerable of Missouri's citizens.

Please be thinking about a list of people you think should be invited

Todd

Todd Scott Sr Legislative/Policy Advisor Office of Gov Eric Greitens (573) 751-3222 - Main (573) 469-8764 - Mobile

From: Samuel Lee [mailto:samuelhlee@mindspring com]

Sent: Friday, August 11, 2017 4:28 PM

To: Scott, Todd <todd scott@governor mo gov>

Subject: Here is the first installment of the massive amount of bureaucracy involved in applying for and complying with Alternatives to Abortion (A2A) funding

Todd,

Here is the first installment of the massive amount of bureaucracy involved in applying for and complying with Alternatives to Abortion (A2A) funding.

I've compiled this from the A2A contract proposal (RFP) from August of last year from the Missouri Office of Administration for A2A, and is derived from the MissouriBUYS official bid proposal site (search on the word "abortion" in the field "Keyword", or Google search the RFP: "RFPS30034901700042").

Here is also a link to provide another way to view it: https://webprocure.perfect.com/MainBidBoard?
deptfilter=All&typefilter=All&ty

It includes 16 documents totaling (by my count) 258 pages, which I have attached.

Ultimately, nine agencies were given A2A contracts, but note that is some cases, the agency subcontracts to other agencies:

CS170042001-Alliance for Life-Missouri Inc: Awarded Regions 2, 3, 4, 5, 6, 7, 8, and 9

CS170042002-Catholic Charities of Southern Missouri: Awarded Regions 7, 8, and 9

CS170042003-Faith Maternity Care: Awarded Region 4.
CS170042004-The Haven of Grace: Awarded Region 6

CS170042005-Laclede County Pregnancy Support Center: Awarded Regions 5, 7, and 8

CS170042006-The Light House Inc: Awarded Region 3

CS170042007-Lutheran Family and Childrens Services of Missouri: Awarded Regions 1, 3, 4, 6, 7, and 9

CS170042008-Mothers Refuge: Awarded Region: 3
CS170042009-Nurses for Newborns: Awarded Region 6

And even though this was a 12 month appropriation for FY2017, the contract was for only five months: February 1–June 30, 2017. In May and June – near the contract deadline, OA did increase funding for six of the agencies.

A2A is now being operated by the Department of Social Services, and I am told by some of the agencies that the process is even more onerous.

In particular regarding maternity homes, whereas before maternity homes were allowed by OA a per diem per client per day (I am told it was roughly \$105 per day), DSS now requires a convoluted monthly breakdown of individual expenses for the agency, with a pro rata share of A2A clients served by the agency calculated out – and it is due three days after the end of the month!

Print Page 153 of 158

According to some of the agencies, the standard answer from DSS is that all of this is required because it is "federal money."

I will send the data from Our Lady's Inn that my wife sent me separately (I probably won't be able to get that to you until Monday). As a subcontractor to one of the main contractors – Alliance for Life Missouri – Our Lady's Inn has to jump through hoops and hurdles in order to get reimbursed.

The other main complaint is that DSS has sought zero input from the agencies about what services are needed by their clients and how to best provide those services. DSS apparently did not distinguish services provided by a maternity homes (which operates 24/7/365) and pregnancy resource centers. And some of the agencies have particularly difficult clientele because of substance/opioid abuse (Queen of Peace is an example), because they serve moms with other born children (Our Lady's Inn is an example), or there is extreme poverty, homelessness or abuse issues - yet DSS appears to propose a one-size-fits-all framework.

Todd, this is just the tip of the iceberg, and I don't claim to completely understand all of the difficulties the agencies have. But as my wife pointed out, unless you are a larger agency that is used to government contracts and have robust bookkeeping services, you would never want to get involved.

Samuel H. Lee Campaign Life Missouri P.O. Box 142585 St. Louis, MO 63114-0585

Email: <u>samuelhlee@mindspring.com</u> Twitter: <u>@samuelhlee</u>

CLM Logo & Address

10/18/2017 about:blank

Print Page 154 of 158

Print Page 155 of 158

Message: Picture of SB 5 signing w/Rep. Swan and Governor

Case Information:

Exchange Message Type: Message Direction: External, Inbound GOV_10032017_Search Case: Capture Date: 10/3/2017 9:43:17 AM 29387683

Item ID: Not Specified Policy Action:

Picture of SB 5 signing w/Rep. Swan and Governor

From Kempf, Sherri **Date** Monday, August 14, 2017 11:45 AM

To Neustadt, Jennae;Scott, Todd;Green, Brad;Earl, Jeff

Сс

Rep Swan will be bringing her granddaughter- Governor will give the granddaughter a signed book

Rep Swan will be bringing Susan Klein, MO Right to Life

10/18/2017 about:blank

Print Page 156 of 158

Message: FW: 67 Times Is Appalling

Case Information:

 Message Type:
 Exchange

 Message Direction:
 External, Inbound

 Case:
 GOV_10032017_Search

 Capture Date:
 10/3/2017 9:43:17 AM

 Item ID:
 29387684

 Policy Action:
 Not Specified

W: 67 Times Is Appalling

From Buxton, Jake Date Tuesday, August 15, 2017 10:50 AM

To Fryrear, Natalie

Cc

From: Kathy Forck [mailto:kathythebo@hotmail.com]
Sent: Friday, August 11, 2017 11:37 AM
To: Buxton, Jake <Jake.Buxton@governor.mo.gov>
Subject: 67 Times Is Appalling

Dear Jake,

Hi Jake, wanted to forward this to you to let you know about the latest ambulance run to St Louis PP.

We will get the update for your PP Emergency Packet next week.

My mother in law passed away this week after two months of extreme suffering. Will be in touch with you next week.

In Christ, Kathy Forck Team PLAY

----- Forwarded message ------

From: Mike and Kathy Forck Team Play Servant Leaders < kathythebo@hotmail.com >

Date: Wed, Aug 9, 2017 at 7:41 AM Subject: 67 Times Is Appalling

To: columbia40daysforlife3@gmail com



Is this email not displaying correctly? View it in your browse

Laws passed by the special session for the protection and safety of women may have saved a woman's life. Thank you, Governor Greitens and the life affirming legislators of the Missouri General Assembly.

Print Page 157 of 158



Dear Ones.

Wanted to quickly share what has happened at the sidewalk in front of St Louis Planned Parenthood. We knew it was going to happen, 40 days have passed since the last incident.

Thank God for the laws passed for the safety of womenby our caring life affirming legislators during the past special session---PP did NOT ask for the ambulance to come on the quiet as you can see from the email from our partners with Coalition for Life St Louis. Perhaps this saved this woman's life as the majority of ambulance runs are because of hemorrhaging, a life threatening event. PP previous protocol had asked for no lights or sirens. God please heal this woman, physically and spiritually and we pray for the conversion of all abortion workers.

And we thank all of the dedicated prayer supporters on the front lines who offer their lives in the hopes that abortion will end in our state and to hold PP accountable for their actions by documenting these atrocities.

From the St Louis Coalition for Life

Early this past Friday morning (August 4, 2017), our staff and volunteers witnessed yet another ambulance drive into Planned Parenthood St. Louis (4251 Forest Park Ave, St. Louis, MO 63108) with lights and sirens blasting at 10:45am.

Our team (Andrew, Donna and Jordyn) witnessed as the paramedics rushed into the abortion facility with a stretcher and medical bags in hand.

Just 15 minutes later at approximately 11:00am the paramedics departed Planned Parenthood with an unidentified patient on the stretcher with a white sheet covering them.

An armed security guard and Planned Parenthood employee dressed in surgical scrubs blocked the path of the stretcher as they traversed down the ramp. They were holding a large tarp used often in an attempt to hide that they had just injured a patient at their facility.



After loading the patient and stretcher into the ambulance the paramedics spent 9 minutes sitting in the parking lot. The ambulance left at approximately 11:09am with lights, siren and horn blaring as they pulled out of the parking lot.

This ambulance is the 67th medical emergency at this location (that we know of) since 2009. We witness, yet again, that the promise of "safe, legal, and rare" abortion is a lie.

Print Page 158 of 158

> Join me in praying for this person and for all who are suffering, both physically and emotionally from the damaging effects of abortion.

Thank you for your continued dedication and support.

For Life,

Brian Westbrook Executive Director Coalition For Life St. Louis

See you on the sidewalk, Mike & Kathy Forck 40 Days for Life Campaign Directors, Columbia, MO

home: (573) 491-3522 cell: http://www.40daysforlife.com/columbia-mo

"All that it takes for evil to flourish is for good men to do nothing."

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